



FINANCE, POLICY AND GOVERNANCE COMMITTEE

Agenda for the meeting to be held on **Tuesday, 15th November 2022**
At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs N Cook (Chair), S Corcoran (Vice Chair), A Smith,
G Merry, L Crane, M Muldoon, N Adams, R Hovey,
S Crane and S Kirkham.

**ALL SANDBACH TOWN COUNCILLORS ARE INVITED TO ATTEND TO
DISCUSS AND VOTE ON AGENDA ITEM 5 (ONLY).**

1. APOLOGIES FOR ABSENCE

Please ensure apologies are received by the Chief Officer no later than
5pm on the day of the meeting.

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any
disclosable pecuniary and non-pecuniary interests in any item on the
agenda.

The Chair will adjourn the meeting to allow questions relating to
items on this Agenda from members of the public.
After the questions, the Chair will reconvene the meeting.

3. EXCLUSION OF PUBLIC AND PRESS

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as
extended by s.100 of the Local Government Act 1972), press representatives
and public be excluded from the meeting for any of the following items of
business on the grounds that it involves the likely disclosure of exempt
information as defined in Part 1 of Schedule 12A of the Local Government
Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Action: *To approve items to be excluded from press and public, if
appropriate*

4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 4th August 2022]

Action: *To approve the minutes of the 4th August 2022 meeting.*

5. 2023-24 TOWN COUNCIL BUDGET RECOMMENDATION

[Attached: 5a 2023-24 Budget Report
5b Draft Budget 2023-24 Appendix 1
5c Reserves Summary 2023-24 Appendix 2
5d Predicted Outturn 2022-23 Appendix 3]

Lead: Chair

Action: *To consider the supporting information and recommend the following to Full Council:*

- i) 2023-24 net expenditure level;*
- ii) Use of general reserves, whilst adhering to the Council's Reserves Policy;*
- iii) Precept level and Council Tax (Band D)*

6. GOVERNANCE REVIEW

(Referred from Full Council 21 Sep 22 Item 14)

[Attached: 6a Full Council Governance Review;
6b Revised Standing Orders based on NALC model]

Lead: Chief Officer

Actions: *To recommend the Full Council to:*

- i) approve the revised standing orders based on NALC model standing orders;*
- ii) Note the approach to policy review;*
- iii) Endorse the approach to other groups addressing Council business as outlined in this report.*

7. CCTV POLICY

[Attached: Draft CCTV Operating Procedures Policy]

Lead: Chair

Actions: *To approve and adopt, for immediate implementation, the new Sandbach Town Council CCTV Policy, following Assets & Services Review 9th November 2022.*

8. LOCAL SPORTS PERSON SPONSORSHIP

[Circulated by email: Sponsorship Enquiry Sep22]

Lead: Chair

Sponsorship sought for local Hockey player. They live in Sandbach and attended Sandbach High School. They are currently trained to represent Wales on international stage.

Action: *To approve a £500 suggested sponsorship for this individual, subject to the Chief Officer organising the agreement of terms of sponsorship including promotion and publication of Sandbach Town Council and periodic feedback to the Council, to be funded from Code 110 – 4530 Community Grants.*

9. FIRST RESPONDER VEHICLE SPONSORSHIP

[Attached: Request for Sponsorship from First Responder]

Lead: Chair

Sponsorship requested for NWS First Responder vehicle. Referred from STC Meeting on 21st September 2022 to approve sponsorship terms and level of payment in the context of other Town Council contributions of between £1 - £2K

Action: *To approve a £1,000 suggested sponsorship for the NWS first responder, subject to the Chief Officer organising the agreement of terms of sponsorship including promotion and publication of Sandbach Town Council and periodic feedback to the Council, to be funded from Code 110 – 4530 Community Grants.*

10. STANDARD FINANCE REPORTS

[Attached: 10a Q2 CB1 Current Reserves Bank Reconciliation;
10b Q2 CB2 Bonus Saver Bank Reconciliation;
10c Q2 CB3 Petty Cash Bank Reconciliation;
10d Q2 CB7 Credit Card Bank Reconciliation;
10e Summary Income and Expenditure Q2;
10f Trial Balance for Month No_6]

Lead: Chair

Actions: *To acknowledge and approve Q2 Financial Reports.*

11. PAYMENTS TO APPROVE

11.1 Christmas Lights Installation

[Attached: Blitz Fireworks Invoice]

Lead: Chair

Action: *To approve the payment of £1,851. Invoice to be coded to 4508 110 Christmas Lights.*

11.2 Human Resources and Support

[Attached: WorkNest Invoice]

Lead: Chair

Action: *To approve the payment of £5,056.64. Invoice to be coded to 4152 101 HR & H&S Support.*

12. PAYMENTS MADE

[Attached: 12.1 CB1 Current Reserves Q2 Payments made;
12.2 CB3 Q2 Petty Cash Payments;
12.3 CB7 Q2 Credit Card Payments;
12.4 Q2 List of DD & BACS payments made]

Lead: Chair

Action: *To acknowledge and approve payments made in Q2 of the current financial year.*

13. ITEMS FOR THE NEXT MEETING

14. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 1st February 2023 at 7pm in Sandbach Town Hall.

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FINANCE, GOVERNANCE AND POLICY COMMITTEE 4 AUGUST 2022
MINUTES

Committee Members: Cllrs N Cook (Chair), S Corcoran (Vice Chair), A Smith, G Merry, L Crane, M Muldoon, N Adams, R Hovey, S Crane and S Kirkham.

1. APOLOGIES FOR ABSENCE

Cllrs S Kirkham; S Crane; Alan Smith

2. DECLARATIONS OF INTEREST

Non Pecuniary Interests were declared by Cllr S Corcoran for item 7.4 (potential future involvement), Cllr G Merry for items 14 and 15 and Cllr R Hovey for item 15.

The Chair adjourned the meeting to allow questions / presentations relating to items on this Agenda from members of the public and to allow committee members to ask questions and seek clarification where required.

Presentations were made by Terry Marshall of the Sandbach Health Neighbourhood Forum in support of their grant application. He notably informed the committee the chapel, since the application submission, had been declared as a community asset.

Mike Price of the Elworth Cricket Club also made presentation in support of their grant application. He informed the Committee that over £100K had already been raised for the planned refurbishment and confirmed that new facilities would be provided FOC to charitable groups.

The Chair reconvened the meeting.

3. EXCLUSION OF PUBLIC AND PRESS

There were no part 2 items agreed on this agenda

4. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 27 APRIL 2022

The minutes were agreed as an accurate record.

5. FINANCIAL STATEMENTS: INTERIM FIRST QUARTER 2022-23 STATEMENTS [FINANCE]

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation.]

Lead: Chair

A query was raised regarding a small credit on the petty cash account and the Chief Officer agreed to provide an explanation via the Finance Officer in due course.

Resolved: *the First Quarter statements were approved.*

6. PAYMENTS MADE

[Attached: Schedule of Payments]

Lead: Chair

Resolved: *the payments between 1st April 2022 to 30th June 2022 were approved.*

7. GRANT APPLICATIONS

[Attached: Four applications]

Lead: Chair

Resolved: *the following grant applications from budget line Community Grants- 110-4350, were approved and payments delegated to the Finance Officer. (Fund balance currently stands at £18,690 from the original Budget of £30,000).*

7.1 Sandbach Choral Society (£450)

Grant requested to help cover hire of St Peter's Church Hall, hire of musical scores and hospitality catering for a "Come & Sing Day".

7.2 Elworth Cricket Club (£5,000)

Grant requested to help cover a rejuvenation of Club facilities.

7.3 Sandbach High School and Sixth Form College (£300)

Grant requested to help cover additional staff for an expedition to Kenya.

7.4 Sandbach Heath Neighbourhood Forum (£1,500)

Grant requested to help cover costs to establish the correct legal structure for an incorporated community group that would then be in the position to obtain and run the Sandbach Heath Methodist Chapel & Community Centre

8. GRANT FEEDBACK FORMS

8.1 Christ Church Wheelock

[Attached: Feedback]

Lead: Chair

Resolved: *Feedback was received.*

8.2 St Mary's Church Sandbach

[Attached: Feedback]

Lead: Chair

Resolved: *Feedback was received.*

8.3 Friends of Sandbach Station

[Attached: Feedback]

Lead: Chair

Resolved: *Feedback was received.*

9. LOCAL ATHLETE SPONSORSHIP

[Attached: Request for sponsorship letter]

Lead: Chair

Resolved: *A further request for sponsorship of Mia Brookes of £1,000 was approved, subject to the Chief Officer organising the*

agreement of terms of sponsorship including promotion and publication of Sandbach Town Council and potential periodic feedback from Mia to the Council.

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10. INVOICES FOR APPROVAL

10.1 Blitz Fireworks

[Attached: Invoice]

Lead: Chair

Resolved: *payment of invoice amount £2,976 and delegation of payment to the Finance Officer approved. Invoice to be coded to 140 4820 (Community Events).*

10.2 Zurich Insurance

[Attached: Invoice]

Lead: Chair

Resolved: *payment of invoice amount £8,125.77 and delegation of payment to the Finance Officer approved. Invoice to be coded to 101 4120 (Insurance).*

11. TOWN HALL FIXED INSTALLATION TESTING

[Attached: Quote]

Lead: Chair

Resolved: *acceptance of quote of £2,392.50 and delegation of payment to the Finance Officer approved. Invoice to be coded to 180 6080 (Town Hall Maintenance).*

12. DESKTOP UPGRADE TO SURFACE PRO LAPTOP

[Attached: Quote]

Lead: Chair

Resolved: *acceptance of quote of £1614.58 and delegation of payment to the Finance Officer approved. Invoice to be coded to 101 4141 (Administration: Office Equipment/Furniture).*

13. CHALC AFFILIATION FEE 2022-23

[Attached: Invoice]

Lead: Chair

Resolved:

- i. Sandbach Town Council wishes to remain a member of ChALC for 2022-23;*
- ii. payment of invoice amount £1470.04 and delegation of payment to the Finance Officer approved. Invoice to be coded to 101 4111 (Subscriptions).*

14. FODEN'S SPONSORSHIP

Lead: Chair

Resolved: *continued Sponsorship of Foden's Brass Band under the currently agreed terms for 2022-23, payment of invoice of £7,500 and delegation of payment to the Finance Officer approved. Payment to be coded to 110 4550 (Foden's Sponsorship).*

15. CHURCHYARD MAINTENANCE GRANT

[Attached: Correspondence]

Lead: Chair

Resolved: *to increase the Churchyard Grant for PCC of Christchurch by £80 a year to £240 (£20 Monthly) approved.*

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16. STC DISCRETIONARY PAYMENT POLICY REVIEW (INCLUDING SPONSORSHIPS AND SMALL GRANTS – UNDER £500)

[Attached: Report and draft Policies for Small Grants, Sponsorships and Grants]

Lead: Chief Officer

Overall, Members welcomed and agreed the revised approach to community discretionary payments. Draft policies were broadly supported for consideration by Council. Some concerns were expressed in respect of delegated authority for small grants and a request was made that this should be raised when the item is considered by Council. It was also suggested that requesting audited accounts for grants under £500 may not be practical.

Resolved: *To broadly support the report's recommendations and draft policies for Council for approval with the above comments for debate.*

17. STC RESERVES POLICY AND RESERVES REVIEW

[Attached: Report and draft Reserves Policy]

Lead: Chief Officer

Members welcomed the recommended approach to reviewing the Council's reserves position and supported the draft reserves policy. It was noted that the term business case was not relevant. A suggestion was accepted that the Chief Officer ensured the optimal amount of reserves was invested in an interest bearing account. Other suggestions were made regarding the use of reserves but it was acknowledged that this formed part of a wider discussion at Council and as part of the budget setting process.

Resolved: *To support the report's recommendations and draft policy for Council for approval with the above comments for debate.*

18. ITEMS FOR THE NEXT MEETING

2023-24 Budget.

19. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 2nd November 2022 at 7pm in Sandbach Town Hall.

Meeting Closed 8.35pm

Cllr Nicola Cook (Chair)

CL

Finance, Governance and Policy Committee

2023-24 Budget Recommendation to Full Council

Introduction

Under the Council's scheme of delegation, Finance Committee is required to make a recommendation to Full Council regarding the Council's 2023-24 spending plans and precept. This will be considered by Full Council on 30 November 2022 in order to make a final resolution within the necessary timescale.

Supporting Information

In order to make an informed decision, members have been provided with the following information, which is in line with ChALC guidance:

Appendix 1: Draft budget showing changes from 2022-23 and assumptions used

Appendix 2: Level of general and earmarked reserves available to the Council

Appendix 3: Predicted expenditure and income plans against 2022-23 (current) budget

Tax Base and Implications

Cheshire East Council has informed the Town Council that its taxbase has increased from 2022-23 as follows:

2022-23 Taxbase: 8,409

2023-24 Taxbase: 8,857

CEC have advised that this means that the Council's net spending plans can increase to £732,380 with no increase to the 2022-23 Council Tax Band D rate of £82.69.

Recommended that:

- i) Finance Committee consider the supporting information and recommend the following to Full Council:
 - 2023-24 net expenditure level
 - Use of general reserves, whilst adhering to the Council's Reserves Policy
 - Precept level and Council Tax (Band D)

Finance, Policy and Governance Committee2023-24 BudgetAppendix 2Reserves Summary as at 1 April 2022 (Rationalisation approved Full Council 21.9.22)

Reserve	Total
	£
General Reserves	632,796
Earmarked Reserves	
Town Hall / Asset Maintenance Reserve	141,838
Asset Strategy:	
Small Common Car Park	203,716
Fit for Purpose Accommodation Project	99,500
Short term projects	30,001
Public Toilet Refurbishment	50,000
Community Levy	5,863
Asset Strategy Reserve	389,080
Vehicle Replacement:	
New Van	1,611
Vehicle Replacement Reserve	1,611
Community Project:	
Skate Park	50,000
Community Project Reserve	50,000
Total Earmarked Reserves	582,529
Total Council Reserves as at 1 April 2022	1,215,325

STC General Reserves Policy:

<i>Draft Budget Net Spend (12 Months) MAX</i>	<i>732,380</i>
<i>Draft Budget Net Spend (3 Months) MIN</i>	<i>183,095</i>

NOTES AND ASSUMPTIONS (CL - RFO)

	2022-23 Budget	Inflation Total Adjustment	2023-24 Draft Budget Total	Inflation Rate
101 Administration				
4100 Mayor's Allowance	2,000	-	2,000	-
4101 Civic & Ceremonial	2,500	-	2,500	-
4110 ICT Support	7,500	375	7,875	5
4111 Subscriptions	4,000	200	4,200	5
4112 Audit Fees	5,180	259	5,439	5
4114 Accountancy Services	8,200	410	8,610	5
4120 Insurance	10,000	5,000	15,000	-
4123 Telephones	2,500	75	2,575	3
4130 Stationery	1,000	100	1,100	10
4131 Photocopying	1,000	500	1,500	-
4135 Postages	400	200	200	-
4136 Election Costs/Referendum Costs	8,000	8,000	-	-
4141 Office Equipment/Furniture	3,000	1,000	4,000	-
4142 Office Maintenance	500	-	500	-
4145 Financial Software	1,100	55	1,155	5
4150 Travelling Expenses	500	25	525	5
4151 Training	4,000	-	4,000	-
4152 HR & H&S Support	5,000	-	5,000	-
4154 Aged Debt Write off	-	3,000	3,000	-
4197 Bank Charges	2,500	-	2,500	-
4199 Other Expenses	100	-	100	-
4630 Legal Fees	1,500	-	1,500	-
4670 New Purchases Projects	20,000	20,000	-	-
6140 Waste Disposal	1,500	-	1,500	5
6290 Advertising	1,000	50	1,050	5
NOTIONAL RENT (TOWN HALL)	-	50,000	50,000	5
Administration -> Expenditure	92,980	1,549	125,829	
Net Expenditure	92,980	1,549	125,829	
102 Staff Costs				
4000 Salaries	145,400	21,810	215,215	15
4001 Employer's NI	15,700	2,355	22,560	15
4002 Pension Contributions	32,900	4,935	48,644	15

BT and Flexitel monthly costs

Suggested at informal briefing 2.11.22 due to election year (Election Fund?)

Worknet - contract up for renewal

For Council Consideration / Reserves

For Earmarked Reserves?

Bins £550, Pest £550, Hygiene £100 Confidential £250

Recommended to reflect the costs of housing the Council and all its activities

Per Staffing Review

4003	Staff Restructure (contingency)	70,000	10,500	70,000	10,500	15	Allocate inflation
	Staff Costs :- Expenditure	264,000	39,600	6,681	296,919		Pay award agreed @ 7% 2022 10% (est) 2023 per SO (2% incl in 2022-23 base)
	Net Expenditure	264,000	39,600	6,681	296,919		
	105 Publicity						
4300	Newsletter Printing	2,500			2,500		
4310	Website Development	1,000	50		1,050	5	NDP site, STC Site, security fee.
4320	Town Guide						
	Expenditure	3,500	50		3,550		
1320	Advertising Income						
	Income						
	Net Expenditure over Income	3,500	50		3,550		
	110 Grants/Discretionary Payments						
4500	Transport Festival (SLA)	12,000		6,000	18,000		3 year agreement capped at £18K PA Council Approval 18.5.22
4503	Hanging Baskets (SLA)	8,500		4,000	12,500		Council Approval 18.5.22
4508	Christmas Lights (SLA)	26,500	2,650		29,150	10	
4515	Concert Series (SLA)	3,500			3,500		£3,500 Granted at FCM on 05AUG21
4530	Community Grants	30,000		2,500	27,500		
	Small Grants			2,500	2,500		
4550	Foden's Sponsorship	7,500			7,500		On going agreement for this sponsorship package
4551	Town Crier Honorarium	750			750		
4560	Churchyard Maintenance (SLA)	1,590	79		1,659	5	
4573	Woodland & Wildlife (SLA)	2,000	100		2,100	5	Granted £2,000 for 22/23 on 05AUG21
4599	Other Donations	300			300		
4601	Sandbach Partnership	10,000					Partnership under review - some costs distributed to events etc
	Remembrance Parade: RBL Sandbach			10,000			
4611	Branch	2,000		1,500	3,500		Council Approval 21.9.22
4640	CCTV Contribution (CEC Contract)	5,750	288		6,038	5	3 year costs agreed
4660	Allotments	1,000			1,000		
4666	Clean Team (SLA)						
	Grants/Discretionary Payments :- Expenditure	111,380	3,117	1,500	115,997		
	Net Expenditure over Income	111,380	3,117	1,500	115,997		
	140 Community Events						
							£5,000 Market Town Festival. £2,500 Family Fun Day, £8,000 Party in Park, updated for new events approved

140 Community Events

£5,000 Market Town Festival. £2,500 Family Fun Day, £8,000 Party in Park, updated for new events approved

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£5,000 Market Town Festival. £2,500 Family Fun Day, £8,000 Party in Park, updated for new events approved

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	20,500	1,025	2,500	24,025	5	Additional event - Festival of Lights Council Approval 21.9.22
4820 Community Events				24,025	5	
Community Events- Expenditure	20,500	1,025	2,500	24,025		
Ticket Income						
Community Events- Income						
Net Expenditure over Income	20,500	1,025	2,500	24,025		
180 Sandbach Town Hall						
4670 New project/purchases	3,000			3,000		
6020 Town Hall Salaries	65,200	9,780	14,091	89,071	15	
6021 Employers NIC	4,500	675	646	4,529	15	
6022 Pension Contributions	9,300	1,395	6,360	17,055	15	
6070 Training	1,500	75		1,575	5	Training required 2022 licence
6080 Maintenance	8,000	400		8,400	5	
6090 H&S	500			500		
6091 Covid-19	1,000		1,000			
6100 Light and Heat	19,000	3,800		22,800	20	Significant increase in 2022-23 - underspent
6110 Rates and Water	12,000	600		12,600	5	Water based on wastewater split. WR £1,000, NNDR £6,400 plus 5% increase
6120 General Repairs & Maintenance	5,000		5,000	10,000		Condition Survey Under Review - convert to maintenance budget / earmarked reserve
6124 Condition survey	2,380		2,380			
6140 Waste Disposal	2,000	100		2,100	5	Bins £800, Hygiene £260 Pest control £600
6150 Security	500	25		525	5	
6220 Cleaning	13,500	1,013		14,513	8	Recharge through notional rent
6230 Equipment renewals	3,000			3,000		
6280 Telephone	5,000	250		5,250	5	BT £750 Prism £4,044
6300 Performing Rights Licence	1,000			1,000		Wedding licence
6310 Premises Licence	2,500			2,500		
6340 Marketing	2,000			2,000		
6350 Irrecoverable VAT	6,250			6,250		SO (external accountant) to provide
7000 Public Works Loan Board	29,605			29,605		Set repayment plan - recharge through notional rent
Sandbach Town Hall :- Expenditure	196,735	18,113	21,425	236,273		
4831 Town Hall events costs	5,000		1,000	4,000		
4838 Cinema Cost	5,500	275		6,775	5	
4840 Refreshment purchases	4,000	200		4,200	5	
6010 Town Hall Bar Purchases	20,000	1,000		21,000	5	
Sandbach Town Hall :- Direct Expenditure	34,500	1,475	1,000	34,975		

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4801	Ticket Income	8,000				8,000		
4806	Refreshment sales	8,000				8,000		
4807	Cinema Income	5,500				5,500		
4808	Catering Income							
4809	Town Hall other income							
6000	Town Hall hire fees - Commercial	60,000			10,000	50,000		Split fee target between commercial and community (KPJB)
6002	Town Hall hire fees - Community	50,000	2,500			52,500	5	Changed from £35K in final 2022-23 budget
	Town Hall Bar income			50,000		50,000		Recommended to reflect the indicative cost of housing all Council activities
	NOTIONAL RENT INCOME							
	Sandbach Town Hall :- Income	131,500	2,500	40,000		174,000		
	Net Expenditure over Income	99,735	17,088	- 19,575		97,248		
	182 Car Parks							
4819	Car Park refurbishment	10,000			10,000			Funded from Earmarked Reserves
6080	Maintenance	500				500		
	Car Parks :- Expenditure	10,500		- 10,000		500		
	Net Expenditure over Income	10,500		- 10,000		500		
	184 Town Hall Shop Units							
6351	Town Hall units expenditure	1,500				1,500		Lease review due
	Town Hall Shop Units- Expenditure	1,500				1,500		
	Sandbach Town Hall Shop Units :- Income	15,850	793			16,643	5	Rent review due
	Net Expenditure over Income	- 14,350	- 793			- 15,143		
	185 Ranger							
	Salary		1,658	11,051		12,709	15	Per staffing review
	Ni	0	44	294		338	15	
	Pensions		375	2,497		2,872	15	
6230	Equipment renewals	6,500				6,500		Under Review
6200	Motor Expenses	1,000				1,000		Under Review
	Ranger Expenditure	7,500	2,076	13,842		23,418		
	Net Expenditure over Income	7,500	2,076	13,842		23,418		
	190 Outdoor Market							
6021	Employers NIC	2,600	390	1,219		1,771	15	Under review
6022	Superannuation/ Pension	6,800	1,020	2,978		4,842	15	
6023	Market wages	44,900	6,735	15,313		36,322	15	

6070	Training	800			800		New staff
6080	Maintenance	2,000		1,000	1,000		Transfer from condition survey review
6090	Health and Safety	450			450		
6100	Light and Heat	625	31		656	5	2 yearly summaries checked
6110	Rates and Water	8,250	413		8,663	5	WR £100, NINDR £7,200 plus 5% increase
6120	Repairs	500		500			
6124	Condition survey	5,390		5,390			
6140	Waste Disposal	5,000			5,000		Under Review
6200	Motor expenses	4,500		2,000	2,500		Under Review
6230	Equipment renewals	3,000		1,500	1,500		Under Review
6280	Telephone	175	9		184	5	
6290	Promotion/ Advertising	2,500		1,000	1,500		
6350	Irrecoverable VAT	1,000			1,000		SO to provide
6352	Christmas Market Expenditure	6,000		3,000	9,000		Realign budget
	Sandbach Markets :- Expenditure	94,490	8,598	27,900	75,188		
1905	Outdoor Market Income	30,000	3,000		33,000	10	Rent Review - Assets & Services Citee April 2022
1906	Christmas Market Income	5,000			5,000		
1911	Gazebo income	2,000			2,000		
	Outdoor Markets- Income	37,000	3,000		40,000		
	Net Expenditure over Income	57,490	5,598	27,900	35,188		
191 Indoor Market							
6021	Employers NIC	1,300	195	81	1,576	15	
6022	Pension Contributions	3,800	570	22	4,392	15	
6023	Market wages	16,000	2,400	911	19,311	15	
6070	Training	260	13		273	5	
6080	Maintenance	800		1,200	2,000		
6090	Health and Safety	450			450		
6100	Light and Heat	7,500	375		7,875	5	Recharged
6110	Rates and Water	6,700	335		7,035	5	Water meter reading split 3 way historically, now based on wastewater split. WR £2,750, NINDR £3,400 plus 5% increase
6120	General repairs	1,600		1,600			
6124	Condition survey	1,400		1,400			Condition survey review - transfer to maintenance
6140	Waste Disposal	1,300			1,300		Under Review - Bins £610, Pest £250 Hygiene £150
6220	Cleaning	500	25		525	5	
6230	Equipment renewals	1,000			1,000		
6280	Telephone	100	5		105	5	
6290	Market Hall Advertising	2,500		1,500	4,000		
6350	Irrecoverable VAT	3,125			3,125		SO to provide
	Sandbach Markets :- Expenditure	48,335	3,918	714	52,967		

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1901	Indoor Market income	35,000	3,500	5,000	43,500	10	Rent Review - Assets & Services Citee April 2022
	New Code Recharge Electricity						
	Total income	35,000	3,500	5,000	43,500		
	Net Expenditure over Income	13,335	418	4,286	9,467		
	200 Public Conveniences						
6100	Light and Heat	750	38		788	5	
6110	Rates and Water	600	30		630	5	Water based on wastewater split. WR £500, NNDR £1200 plus 5% increase
6120	Repairs	1,000			1,000		
6140	Waste Disposal	250			250		
6400	Supplies (Public Conveniences)	1,000			1,000		
6402	Vandalism Repairs	1,500		1,000	500		
6406	Contract Cleaning	16,500	825		17,325	5	
	Public Conveniences :- Expenditure	21,600	893	1,000	21,493		
	Net Expenditure over Income	21,600	893	1,000	21,493		
	400 Projects						
	Income						
1192	Community Levy						
	INCOME						
4614	Office Accommodation Project	25,000		25,000			Funded from Earmarked Reserves
4616	Town Hall Office						
	400 Other (Use of reserves)						ALL Under Review - Funded from earmarked reserves
4600	Projects						
4603	Parks and Play Areas						
4604	Tidy Town						
4618	Skate Park						
4620	Conservation						
4625	Benches/Street Furniture/Repairs						
4630	Legal Fees						
4645	Project Management Consultancy Fees						
4648	Neighbourhood Plan						
4651	Sandbach Park						
4667	Asset Maintenance Provision	10,000			10,000		SO to provide
4670	Approved Purchases						
6350	VAT on Town hall office project						
6500	Christmas Trees						
4627	CCTV, Waitrose/ B&M installation/running costs						

Budget Considerations / Approvals / Notes

Reserves rationalisation - revised earmarked totals & Use of Reserves

Approved changes:

Small grants budget

Transport festival SLA

Hanging baskets SLA Increased costs

New events - Festival of Lights

Remembrance - increased responsibilities & costs

Ranger service & related budgets

Staff budget re set based on staffing review (allocate £70K 2022-23 growth)

Potential changes:

Sandbach Partnership - redistribution of funding

Pay award level (5 plus 5 in this version)

Notional Rent / New accommodation changes / costs

Election costs (excluded in 2023-24 Election Year)

churtyard maintenance review?

Market review - progress towards balanced budget achieved (staff & rent review 2022)

Waste contract review

Town Hall business case vs community benefit

Other variables:

Tax base increase

Sandbach Town Council
Annual Budget - By Centre (Actual YTD Month 6)
Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>			<u>2023-24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>100</u> <u>Town Council Income</u>									
1176 Precept	689,544	689,544	695,310	695,310	695,310	0	0	0	0
1190 Interest Received	400	114	400	753	800	0	0	0	0
Total Income	689,944	689,658	695,710	696,063	696,110	0	0	0	0
<u>Movement to/(from) Gen Reserve</u>	689,944	689,658	695,710	696,063	696,110	0	0	0	0
<u>101</u> <u>Administration</u>									
4840 Refreshment purchases	0	0	0	9	0	0	0	0	0
Direct Expenditure	0	0	0	9	0	0	0	0	0
4100 Mayor's Allowance	2,000	2,015	2,000	1,000	2,000	0	0	0	0
4101 Civic & Ceremonial	2,500	115	2,500	706	2,500	0	0	0	0
4103 Locum Clerk Costs	0	2,814	0	0	0	0	0	0	0
4110 ICT Support/Packages	7,500	6,505	7,500	4,475	8,500	0	0	0	0
4111 Subscriptions	4,000	4,031	4,000	2,360	5,500	0	0	0	0
4112 Audit Fees Internal & External	0	2,260	5,180	2,365	5,180	0	0	0	0
4113 Accounts Consultants	0	2,696	0	0	0	0	0	0	0
4114 Accountancy Support	8,200	7,477	8,200	3,611	6,500	0	0	0	0
4115 Office 365/Outlook (Emails)	0	242	0	1,357	3,030	0	0	0	0
4120 Insurance	10,000	7,996	10,000	9,647	10,930	0	0	0	0
4123 Telephones	2,500	2,197	2,500	1,074	2,500	0	0	0	0
4130 Stationery	1,500	934	1,000	665	1,000	0	0	0	0
4131 Photocopying	1,000	544	1,000	618	1,000	0	0	0	0
4135 Postages	400	218	400	1	50	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	2021-22		2022-23			2023-24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4136 Election costs	8,000	27,295	8,000	11,419	11,419	0	0	0	0
4141 Office Equipment/Furniture	3,000	2,135	3,000	4,195	4,500	0	0	0	0
4142 Office Maintenance	500	273	500	0	500	0	0	0	0
4144 STC Work Wear	0	0	0	274	500	0	0	0	0
4145 Financial Software	0	1,028	1,100	1,110	1,170	0	0	0	0
4150 Travelling Expenses	500	0	500	231	500	0	0	0	0
4151 Training	4,000	1,265	4,000	790	2,500	0	0	0	0
4152 HR & H&S Support	4,000	4,821	5,000	0	5,500	0	0	0	0
4197 Bank Charges	2,500	1,627	2,500	1,256	2,400	0	0	0	0
4198 Cleaning	0	3,373	0	2,116	4,250	0	0	0	0
4199 Other Expenses	500	10	100	0	0	0	0	0	0
4310 Website Maintenance	0	0	0	901	0	0	0	0	0
4630 Legal Fees	1,500	2,000	1,500	339	1,500	0	0	0	0
4670 New Purchases/Projects	20,000	0	20,000	0	0	0	0	0	0
4850 Legal and professional fees	0	19,145	0	7,949	7,949	0	0	0	0
6091 Covid-19	0	14	0	0	0	0	0	0	0
6140 Waste Disposal	1,500	0	1,500	56	56	0	0	0	0
6290 Advertising	1,000	1,041	1,000	1,060	1,500	0	0	0	0
Overhead Expenditure	86,600	104,069	92,980	59,573	92,934	0	0	0	0
Movement to/(from) Gen Reserve	(86,600)	(104,069)	(92,980)	(59,582)	(92,934)	0	0	0	0
102 Staff Costs									
4000 Salaries	138,100	169,839	145,400	71,180	145,400	0	0	0	0
4001 Employer's NI	12,250	16,125	15,700	7,426	15,700	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	2021-22		2022-23			2023-24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002 Employer's Superannuation	30,100	25,131	32,900	9,930	32,900	0	0	0	0
4003 Staff Restructure	0	0	70,000	0	32,000	0	0	0	0
Overhead Expenditure	180,450	211,096	264,000	88,535	226,000	0	0	0	0
Movement to/(from) Gen Reserve	<u>(180,450)</u>	<u>(211,096)</u>	<u>(264,000)</u>	<u>(88,535)</u>	<u>(226,000)</u>		<u>0</u>		
105 <u>Publicity</u>									
4300 Newsletter Printing	4,740	0	2,500	0	0	0	0	0	0
4310 Website Maintenance	1,000	637	1,000	0	1,500	0	0	0	0
Overhead Expenditure	5,740	637	3,500	0	1,500	0	0	0	0
Movement to/(from) Gen Reserve	<u>(5,740)</u>	<u>(637)</u>	<u>(3,500)</u>	<u>0</u>	<u>(1,500)</u>		<u>0</u>		
110 <u>Grants/Discretionary Payments</u>									
4500 Transport Festival	12,000	0	12,000	5,000	12,000	0	0	0	0
4503 Hanging Baskets	8,000	8,275	8,500	0	8,500	0	0	0	0
4508 Christmas Lights	26,500	29,007	26,500	23,227	26,500	0	0	0	0
4515 Concert Series	2,500	2,500	3,500	3,500	3,500	0	0	0	0
4530 Community Grants	30,000	8,135	30,000	18,560	30,000	0	0	0	0
4550 Foden's Sponsorship	7,500	7,500	7,500	8,500	8,500	0	0	0	0
4551 Town Crier Honorarium	750	750	750	750	750	0	0	0	0
4560 Churchyard Maintenance	1,580	1,580	1,580	1,660	1,660	0	0	0	0
4573 Woodland and Wildlife	1,000	1,000	2,000	2,000	2,000	0	0	0	0
4599 Other Regular Donations	300	0	300	0	300	0	0	0	0
4601 Sandbach Partnership	10,000	5,000	10,000	0	0	0	0	0	0
4611 Remembrance Parade	250	200	2,000	585	2,000	0	0	0	0

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Sandbach Town Council
Annual Budget - By Centre (Actual YTD Month 6)
Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>			<u>2023-24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4640 CCTV Contribution	5,750	5,728	5,750	5,728	5,728	0	0	0	0
4660 Allotments	1,000	1,000	1,000	1,000	1,000	0	0	0	0
Overhead Expenditure	107,130	70,675	111,380	70,510	102,438	0	0	0	0
plus Transfer from EMR	0	0	0	5,000	0	0	0	0	0
less Transfer to EMR	0	15,800	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(107,130)	(86,475)	(111,380)	(65,510)	(102,438)		0		
140 Community Events									
1910 Community Events Income	0	541	0	920	920	0	0	0	0
1912 Other income	0	0	0	1,200	1,200	0	0	0	0
4801 Ticket Income	0	0	0	3,360	3,360	0	0	0	0
Total Income	0	541	0	5,480	5,480	0	0	0	0
4820 Community Events	20,500	7,744	20,500	14,451	20,500	0	0	0	0
Overhead Expenditure	20,500	7,744	20,500	14,451	20,500	0	0	0	0
Movement to/(from) Gen Reserve	(20,500)	(7,203)	(20,500)	(8,971)	(15,020)		0		
180 Sandbach Town Hall									
1801 Town Hall Hirings USE 6000	0	1,119	0	0	0	0	0	0	0
1912 Other income	0	0	0	2	2	0	0	0	0
4801 Ticket Income	8,000	0	8,000	0	0	0	0	0	0
4806 Refreshment sales	8,000	605	8,000	275	275	0	0	0	0
4807 Cinema Income	6,600	1,782	5,500	2,472	5,000	0	0	0	0
6000 Town Hall HireFees	60,000	43,582	60,000	21,173	45,000	0	0	0	0

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Sandbach Town Council
Annual Budget - By Centre (Actual YTD Month 6)
Note: Annual Budget 2022-23

	2021-22		2022-23			2023-24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6002 Town Hall Bar Income	30,000	35,459	50,000	30,003	50,000	0	0	0	0
6004 Town Hall Bar Income Pre paid	0	499	0	650	650	0	0	0	0
Total Income	112,600	83,046	131,500	54,575	100,927	0	0	0	0
4831 Town Hall Events Costs	1,000	2,725	5,000	209	2,000	0	0	0	0
4838 Cinema Costs	5,500	2,138	5,500	1,789	4,000	0	0	0	0
4840 Refreshment purchases	1,750	2,447	4,000	407	1,000	0	0	0	0
6010 Town Hall Bar Purchases	15,000	12,441	20,000	10,688	20,000	0	0	0	0
Direct Expenditure	23,250	19,751	34,500	13,092	27,000	0	0	0	0
4111 Subscriptions	0	0	0	105	210	0	0	0	0
4199 Other Expenses	0	4	0	0	0	0	0	0	0
4630 Legal Fees	0	1,200	0	0	0	0	0	0	0
4670 New Purchases/Projects	1,500	0	3,000	1,634	3,000	0	0	0	0
6020 Town Hall Salaries	106,000	60,802	65,200	29,795	65,200	0	0	0	0
6021 Employers NIC	5,700	4,109	4,500	1,495	4,500	0	0	0	0
6022 Superannuation	20,500	9,851	9,300	4,710	9,300	0	0	0	0
6070 Training	500	0	1,500	1,240	1,500	0	0	0	0
6080 Maintenance	4,640	776	8,000	5,743	8,000	0	0	0	0
6090 Health and Safety	0	480	500	0	500	0	0	0	0
6091 Covid-19	3,000	538	1,000	0	0	0	0	0	0
6100 Light and Heat	15,000	11,193	19,000	6,472	21,500	0	0	0	0
6110 Rates and Water	7,800	1,844	12,000	4,120	8,500	0	0	0	0
6120 Repairs	4,000	4,603	5,000	0	5,000	0	0	0	0
6124 Condition Survey	2,380	6,208	2,380	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>			<u>2023-24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6140 Waste Disposal	1,600	2,597	2,000	1,216	2,600	0	0	0	0
6150 Security	500	0	500	22	500	0	0	0	0
6220 Cleaning	3,000	7,654	13,500	4,095	8,500	0	0	0	0
6230 Equipment renewals	3,000	1,502	3,000	1,231	3,000	0	0	0	0
6240 Glassware	0	166	0	115	200	0	0	0	0
6260 Stationery	0	1	0	0	0	0	0	0	0
6280 Telephone	5,000	4,734	5,000	832	5,000	0	0	0	0
6300 Performing Rights Licence	800	1,168	1,000	0	1,300	0	0	0	0
6310 Premises Licence	2,500	200	2,500	180	0	0	0	0	0
6340 Marketing	2,000	2,509	2,000	812	2,500	0	0	0	0
6350 Irrecoverable VAT	6,250	5,080	6,250	2,172	6,250	0	0	0	0
7000 Public Works Loan Board	24,700	29,605	29,605	14,803	29,605	0	0	0	0
Overhead Expenditure	220,370	156,826	196,735	80,792	186,665	0	0	0	0
Movement to/(from) Gen Reserve	(131,020)	(93,530)	(99,735)	(39,309)	(112,738)				
182 Car Parks									
4619 Car Parks refurbishment	10,000	4,907	10,000	1,625	10,000	0	0	0	0
6080 Maintenance	500	0	500	0	0	0	0	0	0
Overhead Expenditure	10,500	4,907	10,500	1,625	10,000	0	0	0	0
Movement to/(from) Gen Reserve	(10,500)	(4,907)	(10,500)	(1,624)	(10,000)				
184 Town Hall Shop Units									
6005 Town Hall Shop Units	15,850	15,637	15,850	7,925	15,850	0	0	0	0
Total Income	15,850	15,637	15,850	7,925	15,850	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	2021-22		2022-23			2023-24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6100 Light and Heat	0	-818	0	-2,324	0	0	0	0	0
6351 Town Hall Units Expenditure	1,500	1,271	1,500	304	1,500	0	0	0	0
Overhead Expenditure	1,500	453	1,500	-2,020	1,500	0	0	0	0
Movement to/(from) Gen Reserve	14,350	15,185	14,350	9,945	14,350	0	0	0	0
185 Old Ranger - Do not use									
6200 Motor expenses	0	275	0	0	0	0	0	0	0
6230 Equipment renewals	13,500	2,599	0	0	0	0	0	0	0
Overhead Expenditure	13,500	2,874	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(13,500)	(2,874)	0	0	0	0	0	0	0
190 Outdoor Market									
1905 Outdoor Market Income	35,000	19,378	30,000	11,057	25,000	0	0	0	0
1906 Christmas Markets	0	3,355	5,000	2,510	2,510	0	0	0	0
1907 Other Market Income	0	1,200	0	0	0	0	0	0	0
1911 Gazebo Income	0	3,062	2,000	2,382	4,000	0	0	0	0
Total Income	35,000	26,995	37,000	15,949	31,510	0	0	0	0
6021 Employers NIC	1,500	1,905	2,600	1,437	2,600	0	0	0	0
6022 Superannuation	4,000	5,541	6,800	2,848	6,800	0	0	0	0
6023 Market wages	34,000	43,067	44,900	23,287	44,900	0	0	0	0
6070 Training	800	0	800	0	0	0	0	0	0
6080 Maintenance	2,000	75	2,000	60	2,000	0	0	0	0
6090 Health and Safety	450	5	450	0	450	0	0	0	0

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Sandbach Town Council
Annual Budget - By Centre (Actual YTD Month 6)
Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>			<u>2023-24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6023 Market wages	8,400	17,007	16,000	10,615	16,000	0	0	0	0
6070 Training	260	0	260	0	0	0	0	0	0
6080 Maintenance	800	898	800	424	800	0	0	0	0
6090 Health and Safety	450	0	450	0	450	0	0	0	0
6100 Light and Heat	8,000	5,248	7,500	3,307	9,000	0	0	0	0
6110 Rates and Water	6,500	5,632	6,700	4,331	6,700	0	0	0	0
6120 Repairs	1,600	2,181	1,600	2,116	2,116	0	0	0	0
6124 Condition Survey	1,400	0	1,400	0	0	0	0	0	0
6140 Waste Disposal	1,300	1,034	1,300	747	1,500	0	0	0	0
6220 Cleaning	500	3,642	500	1,896	4,000	0	0	0	0
6230 Equipment renewals	1,000	0	1,000	667	1,000	0	0	0	0
6280 Telephone	720	20	100	41	100	0	0	0	0
6290 Advertising	0	1,024	0	634	0	0	0	0	0
6291 Market Hall Advertising	2,500	112	2,500	644	2,500	0	0	0	0
6300 Performing Rights Licence	0	1,197	0	0	0	0	0	0	0
6350 Irrecoverable VAT	3,125	2,278	3,125	1,350	3,125	0	0	0	0
Overhead Expenditure	39,005	44,482	48,335	30,794	52,601	0	0	0	0
Movement to/(from) Gen Reserve	(4,005)	(11,368)	(13,335)	(10,895)	(16,541)	0	0	0	0
195 Ranger (New Code)									
6200 Motor expenses	0	0	1,000	0	1,000	0	0	0	0
6230 Equipment renewals	0	0	6,500	0	6,500	0	0	0	0
Overhead Expenditure	0	0	7,500	0	7,500	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	2021-22		2022-23			2023-24			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	0	0	(7,500)	0	(7,500)		0		
Public Conveniences									
6100 Light and Heat	600	434	750	272	600	0	0	0	0
6110 Rates and Water	1,800	-895	600	142	300	0	0	0	0
6120 Repairs	1,000	2	1,000	501	1,000	0	0	0	0
6140 Waste Disposal	250	27	250	0	250	0	0	0	0
6400 Supplies (Public Conveniences)	1,000	128	1,000	497	1,000	0	0	0	0
6402 Vandalism Repairs	1,500	99	1,500	68	1,500	0	0	0	0
6406 Contract Cleaning	16,500	13,471	16,500	6,552	13,500	0	0	0	0
Overhead Expenditure	22,650	13,267	21,600	8,032	18,150	0	0	0	0
Movement to/(from) Gen Reserve	(22,650)	(13,267)	(21,600)	(8,032)	(18,150)		0		
Projects									
1192 Community Inf. Levy	0	3,786	0	0	0	0	0	0	0
Total Income	0	3,786	0	0	0	0	0	0	0
4600 Projects	2,000	0	0	0	0	0	0	0	0
4604 Tidy Town	500	0	0	0	0	0	0	0	0
4614 Office Project	0	0	25,000	3,493	3,493	0	0	0	0
4616 Town Hall Office	25,600	0	0	0	0	0	0	0	0
4625 Benches/Street Furniture	2,000	0	0	0	0	0	0	0	0
4626 Community/Pubwatch	0	0	0	0	5,412	0	0	0	0
4648 Neighbourhood Plan	2,000	3,356	0	168	168	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>			<u>2023-24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4667 Asset Maintenance Prov	10,000	0	10,000	0	10,000	0	0	0	0
Overhead Expenditure	42,100	3,356	35,000	3,661	19,073	0	0	0	0
400 Net Income over Expenditure	-42,100	430	-35,000	-3,661	-19,073	0	0	0	0
9001 less Transfer to EMR	0	39,386	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(42,100)	(38,956)	(35,000)	(3,661)	(19,073)	0	0	0	0
Total Budget Income	888,394	852,778	915,060	799,891	885,937	0	0	0	0
Expenditure	855,935	718,421	942,520	417,726	857,266	0	0	0	0
Net Income over Expenditure	32,459	134,356	-27,460	382,165	28,671	0	0	0	0
plus Transfer from EMR	0	0	0	5,000	0	0	0	0	0
less Transfer to EMR	0	55,186	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	32,459	79,170	(27,460)	387,165	28,671	0	0	0	0

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FULL COUNCIL 14 SEPTEMBER 2022

SANDBACH TOWN COUNCIL – GOVERNANCE REVIEW

Introduction

The Council's Standing Orders are due for review, since they were last approved in 2017. They will subsequently be reviewed annually and approved at the AGM.

Model Standing Orders and Policy Review

The proposed Standing Orders are attached and are based on the National Association of Local Council's (NALC) model standing orders, which they consider to be suitable for all Councils.

As a guide, bold text constitutes mandatory legislation for all Councils, non bold text constitutes the NALC model, italics text constitutes a proposed local STC variation.

Standing Orders, Financial Regulations and specific policies constitute the governance framework of the Council and are therefore legally binding.

These standing orders if approved will supersede all previous versions and resolutions relating to the amendment of standing orders to date.

As part of this governance review, the Council is also reviewing and rationalising all its remaining policies and aims ultimately to have an annual rolling programme of policy review, so that all policies are up to date, relevant and effective.

Decision Making

It should be clarified that these standing orders (in line with the model) address the governance arrangements around Council, Committee and Sub-Committees, where decisions are made by a majority of those present and voting.

ChALC have confirmed that, under the legislation, Council can delegate decision making through the appropriate approval route and within specified parameters to the following:

- A Committee
- Sub Committee
- Council Officer
- Other local authority
- ***Council can never delegate to a member – including the chair***

[Source ChALC training course May 2022]

It should be noted that the Council is authorised to adapt and change its scheme of delegation through the appropriate approval route at any time.

Other groups addressing council business

Other Informal, non-decision making, information gathering, progress chasing meetings and groups are allowed under model standing orders and the current legislation. There is no requirement hold such meetings publicly or to formally record their activities, *although it may be felt necessary to do so depending on the subject / objectives of the group*. Private Member briefings are also legitimate, and indeed essential, for the effective running of the Council, as stated in Recommendation 7 of the Lessons Learned Report.

Best practice, national rules for such groups are clearly stated in the Good Councillors Guide (NALC 2018):

Working parties or 'task-and-finish' groups are occasionally set up for a short-term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working party cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision.

Where Council and/or Committees have requested a group to be formed to research a particular subject on its behalf the following actions are required:

- a parent committee is identified to oversee the work of the group
- a lead person is appointed by the group
- membership of the group (including all parties) is agreed by the group
- As a guide, no more than 5 Council members shall be part of the working group, unless agreed specifically through the scheme of delegation
- A Council officer will be assigned to all working groups and resource considerations discussed and agreed with the Chief Officer
- terms of reference are agreed by the group and accepted by the parent committee
- a note of the meetings is produced for the next parent committee and published on the agenda
- proposals, where appropriate, are presented to the parent committee for consideration and decision
- An appropriate engagement strategy with partners, residents, other contributors will be agreed and implemented by the group

Members should be reminded that decision making capabilities can be delegated to an officer of the Council (usually the Chief Officer) either individually, in consultation with specific members and / or through membership of a specific group, so long as this is defined in the Council resolution for such delegated authority.

Recommended; that Full Council

- 1) Approve the revised standing orders based on NALC model standing orders;
- 2) Note the approach to policy review;
- 3) Note the approach to other groups addressing Council business as outlined in this report.



SANDBACH TOWN COUNCIL

STANDING ORDERS

APPROVED BY FULL COUNCIL XXXX 2022

**SUPERSEDES ALL PREVIOUS VERSIONS AND RELATED POLICY
STATEMENTS**

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INTRODUCTION

Sandbach Town Council aims to have governance based on national best practice.

As a result, these standing orders are based on the National Association of Local Council (NALC) 2018 version of model standing orders (England), which update the model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). The 2018 publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

Councils in membership of NALC have permission to edit and use the NALC model standing orders for their governance purposes (see full reference at the end of this document).

It is NALC's view that all model standing orders will generally be suitable for councils.

GUIDANCE

Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.

Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

Local amendments are shown in italics for clarity.

Changes to the 2017 STC version are shown in red for clarity.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to thier own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings ●
 - Committee meetings ●
 - Sub-committee meetings ●
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
 - b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
 - c **The minimum three clear days' public notice for a meeting does not**

- include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
 - e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. *If a member of the public wishes to raise an item which is NOT on the agenda, written confirmation of the question they wish to raise must be received by the Chief Officer 3 working days before the meeting.*
 - f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
 - g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i *A person shall raise their hand when requesting to speak.*
 - j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to, in a non disruptive manner, film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. *Recording and reporting of any Council meetings***

or conversations not open to the public should not be recorded in any way unless the express permission of all parties is granted.

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of

councillors who are absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
 - v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

X A meeting shall not exceed a period of 2.5 hours *and should not exceed 9.30pm, any further extension is at the Mayor/Chair's discretion and by agreement of the majority of those members present.*

Y *The Mayor shall be invited to all Committee, Sub-Committee and Working Group meetings of the Council and shall be afforded the same right to debate and vote as any other appointed member. The attendance of the Mayor in their ex-officio capacity will be counted as part of the quorum.*

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be**

determined by the committee.

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than 4;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice

- requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
 - xiii. *approved committee membership as follows:*

Committee	Maximum Membership	Minimum Membership
Assets and Services	10	4
Community & Environment	7	4
Finance, Policy & Governance	10	4
Personnel	7	4
Planning	10	4
Any Sub-Committee	7	4

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of**

the Council.

- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an

extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 11 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days

- before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
 - f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
 - g Motions received shall be recorded and numbered in the order that they are received.
 - h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**
- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly

conduct;

- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
 Committee meetings ⊕
 Sub-committee meetings

- a *'Draft' minutes, subject to the agreement of the Chair of the meeting, will be made publicly available as 'draft minutes' on the Sandbach Town Council website within 7 clear days of the meeting (per previous definition).*

- b If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- c There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- d The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- f **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- g Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in

which he had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council**

convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the

Council's response to the local planning authority in a book for such purpose;

- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair of the Planning Committee, in a timely way, ensuring sufficient time for a considered response to be made;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a**

requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a *A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 11 above.*
- b *Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Mayor, or in their absence the Deputy Mayor, of his/her absence occasioned by illness. If required, this will be reported to the next meeting of the Council.*
- c *The Mayor or in their absence, the Deputy Mayor shall instigate in accordance with the Personnel Terms of Reference the review of the performance and annual appraisal of the work of Town Clerk, which will be undertaken by a panel comprising past Mayor, current Mayor and Deputy Mayor. The Chief Officer will organise the reviews on all other staff. The reviews and appraisal shall be reported in writing to the Personnel Committee, except in the case of the Chief Officer, which will be reported to Council and is subject to approval by resolution.*
- d *Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Mayor, or in their absence, the Deputy Mayor in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.*
- e *Subject to the Council's policy regarding the handling of grievance matters, if a grievance matter relates to the Mayor or Deputy Mayor, this shall be communicated to the Chair of Personnel, which shall be reported back and progressed by resolution of the Council.*

- f *Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.*
- g *The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.*
- h *Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.*
- i *Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Chief Officer or Deputy Town Clerk.*

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. ***If gross annual income or expenditure (whichever is the higher) exceeds £200,000, The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.***

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e *All Councillors are bound by resolutions made through the application of Standing Orders and the Council's scheme of delegation, whether or not they voted for such a resolution. Conversely, Councillors do not represent each other, or the view of the Council, unless a resolution has been made within that framework.*

APPENDIX

HOW TO USE MODEL STANDING ORDERS (NALC GUIDANCE)

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

NALC DETAILS

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**SANDBACH
TOWN COUNCIL**

Sandbach Town Council



Code of Practice CCTV OPERATING PROCEDURES POLICY

7

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1. The CCTV Code Of Practice

1.1. Initial Assessment Procedures

Purpose of the CCTV system:

- The purpose of the scheme is prevention, investigation and detection of crime, apprehension and prosecution of offenders, public and employee safety, monitoring security of premises.

Nominated officers:

- The Chief Officer is responsible for adherence to the Code of Practice. The Assets & Public Realm Manager is responsible for day to day management, maintenance and operation of the system.

1.2. Siting The Cameras

(a) Essential actions:-

- Display visible and legible signs so that all data subjects are aware that they are entering a zone which is covered by surveillance equipment.

The size of the signs will vary according to the circumstances – for example a sign at the entrance of an office may only need to be A4-size because it is at eye level of those entering the premises. Signs at the entrances of car parks alerting drivers that the area is covered will usually need to be large, for example, A3 size as they are likely to be viewed from further away.

- Ensure that the cameras are sited in such a way that they only monitor those spaces which are intended to be covered by the equipment

What do the signs need to say?

- That Sandbach Town Council is responsible for the scheme
- The purpose of the scheme.
- Details of whom to contact regarding the scheme.

1.3 Quality Of Images

(a) Essential actions:

- Ensure the equipment works properly and good quality images can be recorded.
- Ensure any operational details – location of the cameras and time of any images – are accurate. Also make sure cameras are situated so that they will capture images relevant to the purposes for which the scheme has been established.
- Consider the physical conditions in which cameras are located. By way of example infrared equipment may need to be installed in poorly lit areas. Cameras also need to be protected from vandalism

1.4. Processing The Images

(a) Essential actions:

Do not retain images for any longer than you need to.

- Sandbach Town Council will only keep data for up to 31 days.
- If there is a need for the images for evidence the storage media should be kept in a secure place and access controlled.
- When removing the storage media or digital discs for use in legal proceedings ensure there is appropriate documentation of:-
 - The date on which the images were removed from the general system for use in legal proceedings.
 - The reasons why they were removed from the system.
 - Any crime incident number to which images may be relevant.
 - The location of the images, if they were handed to a police officer for retention, record the name and number of the officer and his/her station.
- View images in a restricted area – in a manager's or designated member of staff's office. Each viewer should have a legitimate purpose for viewing the storage media. Other employees should not be allowed access.
- Make sure all operators are trained in their responsibilities under the Code of Practice. They need to be aware of:-
 - The related security policy.
 - The related disclosure policy.
 - The rights of individuals in relation to their recorded images.
- Keep a maintenance log.

1.5. Access To And Disclosure Of Images To Third Parties

(a) Essential actions:

- Restrict access to images to staff (STC: Chief Officer and Assets & Public Realm Manager only) who need it in order to achieve the purpose of using the equipment.
- Document all access to storage media and requests for access.
- Create a pro forma for use in response to any formal request including any fee payable.

(b) Recommended actions:

- When you allow access to images, document:
 - Date and time at which access was allowed.
 - Identification of any third party allowed access.
 - Why access was allowed.
 - The extent of the information to which access was allowed.

1.6. Access By Data Subjects

(a) Essential actions:

- Make sure that staff involved in operating the equipment are able to recognise requests for access and appreciate the need for a prompt response.

1.7. How Do You Monitor Compliance With The CCTV Code Of Practice?

(a) Essential actions:

- A manager or designated member of staff should undertake regular reviews of the documented procedures to make sure the Code is being complied with.

Recommended action:

- Retain a copy of the CCTV Code of Practice to hand.
- Make sure that the contact point on the sign is available to members of the public during office hours. Employees staffing that contact point should be aware of the policies and procedures governing the use of the equipment.
- Undertake an internal annual assessment to evaluate the effectiveness of the scheme.

The results of the report should be assessed against the stated purpose of the scheme. If the scheme is not achieving its purpose, it should be modified or discontinued.

By adhering to the CCTV Code of Conduct Sandbach Town Council will adopt good practice and maintain public confidence in CCTV systems by ensuring tight management and control over their use.

2. Data Protection Checklist for CCTV Installations

2.1 Initial Assessment

Have you: -

- Determined who is legally responsible for the installation?
- Assessed the purpose of the installation? Is it the most appropriate way to fulfil the purpose?
- Checked that the existing data protection notification covers this purpose?
- Determined who is responsible for continuing compliance with data protection?
- Assessed whether existing installations still fulfil their intended purpose?
- Has crime detection or prevention been proven?
- Should the camera be re-sited?

2.2 Signage

Does the sign :-

- Clearly indicate that you are entering an area covered by an installation?
- Clearly state the purpose of the installation or have the camera symbol?
- Clearly identify the data controller?
- Provide a contact point?

Corporate signage is available that meets all data protection criteria

- Are all areas covered by CCTV installations clearly signed?
- Are all private areas blanked from the cameras field of view?

2.3 Image Quality

- Have you checked whether the quality of the image captured is suitable for the stated purpose?
- Do you check the quality of the images between uses?
- Clarity of image
- Accuracy of any dates/times recorded on the images
- Have you checked whether the camera could be re-sited to provide a better image?
- Have you assessed whether a different type of camera should be installed e.g. infrared?
- Is the installation properly maintained?
- Who is responsible for ensuring maintenance is carried out?
- Is a maintenance log kept?

2.4 Image Management (Digital)

- Have you carried out an assessment of the retention period for images from each installation?
(Code of Practise mandates a retention period of 28 days)

- Are procedures in place to record digital images copied to storage devices e.g. for evidential purposes?
 - Date and time copied
 - Reason for copying
 - Crime reference number (if appropriate)
- Is security of the images and recording equipment adequate?
- Have you ensured that images and recording equipment can only be accessed by authorised personnel?
- Have you ensured that monitoring equipment is not on public view?
- Are procedures in place to record viewing of images?
 - Date and time image removed for viewing
 - Name of the person removing the images
 - Details of the person(s) viewing the image
 - Reason for viewing
 - Outcome of viewing

2.5 Access to and Disclosure of Images to Third Parties

- Have you determined whether access being sought in pursuit of the stated purpose for the installation?
- Are procedures in place to record details of access granted?
 - Date and time
 - Identity of third party
 - Reason for granting access
 - Extent of access granted
- Has an editing facility* been identified to ensure that images of other individuals are disguised where required?

(*Editing facility - Sandbach Town Council may request Cheshire East Council Public Space CCTV & Emergency Control Centre for a discretionary service – verbal agreement with Stuart Hobson 08/09/22)

2.6 Compliance with Subject Access Requests

- Has a member of staff been designated to deal with subject access requests?
- Is that member of staff aware of the rights of data subjects for subject access requests?
- Are all staff aware of the identity of the designated person?
- Are standard subject access request forms for CCTV images available for issue?
- Are procedures in place to ensure that only a designated member of staff can access the images requested?
- Where a copy of the data is required has a facility been identified for this purpose?
- Are facilities available to allow the subject to view images where requested?
- Will disclosure to the individual entail disclosing images of third parties? Where this is the case is there a duty of confidence towards the third parties?
- Has an editing facility been identified to ensure that images of third parties are disguised where a duty of confidence exists?
- Are procedures in place to record compliance with the subject access requests?
 - Method of compliance (viewing arranged or copy provided)
 - Date complied
- Are details recorded where data subject cannot be identified on CCTV?
 - Date of search
 - Identity of those carrying out the search
 - Date subject notified of search result
- Are details recorded where a subject access request is denied :-
 - Identity of person making the request
 - Date of the request
 - Reason for refusal
 - Name and signature of designated member of staff making the decision

2.7 Monitoring Compliance

- Is there a complaints procedure to be followed in respect of :-
 - Use of the system
 - Non compliance with the CCTV guidance issued by the Information Commissioner
- Are regular reviews carried out

3. Standards For Code Of Conduct

Code of conduct should be listed and displayed so any employee with CCTV Operative responsibilities will be thoroughly familiar with them.

1. Shall not neglect nor, without due and sufficient cause, omit to promptly and diligently discharge a required task whilst at work

You should not, without adequate reason, fail to undertake all required duties of your post

2. Shall not video record pictures for own use or sale.

You will not make video recordings for your own use or to sell to other people

3. Shall not video record pictures of private property unless an incident has or is about to take place.

You will not record pictures of private property unless a incident has taken or is about to take place which would require the reporting of the recorded incident to the police

5. Shall not knowingly make or sign any false verbal or written statement of whatever description.

All statements made by you whether written or verbal, in relation to the operation of this CCTV system will be truthful and honest

6. Shall not, destroy, mutilate, alter nor erase any video recording or document.

Unless required by the CCTV Code of Practise of Cheshire you will not destroy, mutilate, alter or erase any video recording or document

7. Shall not without authority divulge any matter which is confidential to the Council or its clients past or present.

You will not divulge, without permission, any confidential Sandbach Town Council information, to any other person or organisation.

8. Shall not act in a manner reasonably likely to bring discredit upon the Council, a client or fellow employee.

You will not act in any way that could bring discredit upon Sandbach Town Council, its partners or your fellow employees

9. Shall not corruptly solicit or receive any bribes or other consideration from any person, or fail to account for all images recorded during their course of work

You will not accept or solicit bribes from any person or organisation in order to falsify, delete or otherwise alter images recorded during the course of your employment.

10. Shall undertake training in all aspects of CCTV activity and achieve a professional standard.

Prior to operating CCTV you will ensure that you have been adequately trained to enable you to operate the equipment at a professional standard

11. Shall when required attend court proceedings and give evidence.

You will when required attend court and give evidence

12. Shall at all times adhere to the Data Protection Code of Conduct for the Operation of CCTV.

You will at all times follow the Data Protection Code of conduct and ensure that you are conforming with all Sandbach Town Council Operational Guidelines on the use of CCTV

4. Health And Safety Procedures

The CCTV System Operation shall be in accordance with the "Health and Safety at Work Act" and appropriate Sandbach Town Council Policy.

5. Training

Staff are recommended to undertake training to reach a professional standard and adhere to the Data Protection Code of Conduct for Operation of CCTV.

The training/course recommended is [CCTV Legislation - BTEC Level 3 - Online - Tavcom Training](#) and content could include:-

- (1) The Purpose of CCTV.
- (2) The Principles and Limitations of CCTV
- (3) Camera Operation, Siting of Cameras
- (4) Video Operation
- (5) Storage media Handling and Storage
- (6) Monitoring Station requirements
- (7) Checking, Cleaning and Maintenance/Fault logging/reporting
- (8) Access to data (images/storage media)
- (9) Data Protection and Human Rights Legislation
- (10) Liaison with Cheshire Police
- (11) Forms/Records in use-Quality Management Procedures

6 CCTV Observational Requirements (Training)

6.1 Problem

Target to be observed

- Persons
- Groups or Individuals
- Packages/Objects
- Individual Vehicles

6.2 Reason For Observation

- Crime Prevention and Prosecution of Offenders
- Monitoring security of premises and assets
- Public and employee safety
- Parking (Small Common car park and land surrounding Town Hall)
- Anti-social behaviour

6.3 Action Taken

Purpose of the Observation

- Monitor
- Detect
- Recognise
- Identify
- Notify Police

6.4 Requirements For Quality Recording

Points to remember

- Obtain picture quality/content
- Obtain clear view of suspects body language to identify potential problems
- Ability to follow the progress of a target
- Clarify actions: is the suspect using a key or an implement?
- Obtain picture showing vehicle licence plate/suspects facial details for evidence purposes
- Overall view of the scene

6.5 Notifications

- Any of the incidents where criminal activity is identified should be an automatic referral to local Police.

7. CCTV Equipment/Literature Requirements

7.1. Storage Cabinets

One – for ongoing use

- Located in Market Office
- Kept locked at all times except when open to access media

7.2 CCTV Signs

At each site the sign should be visible and include:-

- Identification of CCTV monitoring on site
- Purpose of preventing crime/promoting a public safety
- Council contact telephone number

7.3. CCTV Code of Practice Document for Data Protection

- Available on request (*Zee Drive: Office/Operations/CCTV/ICO/CCTV Code of Practice*)
- Issued automatically to those completing Access Request forms (subject access)

8. Image Recording Principles (Unique Referencing/Marking)

8.1 IMAGE Recorders

In each control location there can potentially be two types of image recording:-

- Real time image recording running in 24 hour mode.
- Time lapse image recording running in time lapse mode 12 hour, 24 hour, 48 hour etc.

Each image recorder should be marked for its purpose by means of an easy recognisable label. The label should also contain a unique reference number for the image recorder.

e.g. *STC CCTV 24 Hr Recorder – Ref No. 001*

8.2 Storage media

- Sandbach Town Council has one 8TB storage capacity hard disk in the image recorder.
- If/when the hard disk is replaced the media/history will be destroyed permanently.

9. Reviewing/Removing Storage Media

9.1 Purpose

To ensure a record is kept of media/copies removed from site to enable council to pursue the return of all media. It is important to know where media/copies are so that they can be recalled if required. The Playback facility should only be used to review specific incidents by authorised individual managers and police.

9.2. Service Standards

Any media/copies removed from site requires completion of an "Access Request Form" and approval by a Senior Local Manager and the designation of the person removing it recorded with a contact address/number. In addition media can be removed through the submission of a Police Production form. Any media viewed on site should be by authorised nominated individuals only.

9.3. People Involved

The nominated member of staff on site responsible for operation, control, and maintenance of CCTV.

9.4. Method

- (a) "Access Request Forms" and CCTV Code of Practise documents will be available on site concerning the request of media. Any requests forms should be noted on day received.
- (b) All requests to view and/or remove physical media from site require a completed "Access Request Form". Only the Senior Local Manager is authorised to approve access requests and the removal of media. In the event of a Police emergency the appropriate Police Production Form will be sufficient – this is a form completed by the Police as a record that they have removed the media for the purpose of evidence – and the Manager must be notified as soon as possible thereafter. CCTV Media Removal Log form has to be completed.
- (c) The Manager will confirm upon receipt of an Access Request Form if the media is to be placed into a Secure Area and/or to be sent for editing, which should be noted on the Media Removal Log.
- (d) Forward the "Police Production Form" to the Senior Local Manager.
- (e) If the Police request access to use the CCTV cameras for surveillance then they must comply with the Regulation of Investigatory Powers Act 2000 which require them to show authorisation by a Superintendent. If such a request is received then immediately contact the Senior Local Manager.

10. Maintaining CCTV

10.1. Purpose

Nominated officer should carry out and complete a visual and physical check of all CCTV equipment where possible regularly throughout their shifts. Record and report any defects identified. This is important to ensure that equipment is functioning properly and faults are detected early.

10.2. Service Standard

To be completed formally at least once per week and recorded as having been checked. Faults should be reported on the same day (if a 24 hour reporting service is available) or by the next working day. A formal Maintenance Contract that includes an annual service is recommended but not mandatory.

10.3. People Involved

The nominated member of staff on site responsible for operation, control and maintenance of CCTV

10.4. Method

- (a) The nominated member of staff should carry out a visual check of all CCTV equipment at weekly intervals
- (b) Any defects identified should be reported to the appropriate Contractor (Sonitech), immediately on the same day or by the next working day if there is no 24 hour reporting service.
- (c) Defects should be recorded in the Log Book and CCTV maintenance repair log detailing the following date, time and defect.
- (d) Check for proof of identity of Contractor on arrival on site.

If the defects cannot be repaired at that time, then record basic details on the reason for non repair and the likely timescale in the CCTV maintenance repair log and the Log Book.

- (e) Ensure CCTV equipment is operational before Contractor leaves site.

Check that videos are running.

11. Audit Of CCTV

11.1. Purpose

To carry out an annual assessment/elevation of CCTV to ensure it is 'fit for purpose' and that remedial action is taken for any problems.

11.2. Service Standards

A CCTV Compliance Internal Report will be completed on an annual basis for each site which has CCTV and be made available to the Data Protection Information Officer upon request.

11.3. People Involved

The nominated member of staff on site responsible for management, operation, control and maintenance of CCTV.

11.4. Method

- (a) The equipment will be listed.
- (b) A site evaluation of cameras/monitoring equipment will be carried out.
- (c) The manager will confirm if equipment is satisfactory/unsatisfactory, will specify reasons for such (if unsatisfactory) and identify remedial action to be taken.
- (d) The manager will also re-evaluate the purpose of the scheme and state reasons for any amendment of purpose.
- (e) The manager will detail the number of access requests within the previous 12 months and the number of complaints.

Standard FORMS & LOGS for use with Sandbach Town Council CCTV Policy

Page 18 - CCTV No 1	CCTV Maintenance Repair Log
Page 19 - CCTV No 2	CCTV Annual Internal Assessment Report
Page 20 - CCTV No 3	Data Access – Release to Police Form
Page 21 - CCTV No 4	Data Protection Act 2018 and General Data Protection Regulations
Page 22 - CCTV No 4.1	CCTV Request Form
Page 25 - CCTV No 5	Request Log for access to Data (Sample partially completed)



CCTV Annual Internal Assessment Report

Site:	
Installation Standard:	
Manager:	
Date:	
CCTV Equipment Sites	Location of recording device: Cameras locations:
Site Evaluation of Cameras/Monitoring Equipment	Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/> Please specify reason(s) and remedial actions(s):
Storage media conforms to procedure	<input type="checkbox"/> If no please specify remedial action(s)
Re-evaluate and confirm purpose of scheme (state reasons for amended purpose)	
Number of access requests within the previous 12 months	
Number of complaints within the previous 12 months	

Name

Signature Date

Completed form to be retained with STC CCTV maintenance records on HR online WorkNest portal. These records are available to the ICO on request.

NAME OF OFFICER:	
BADGE NUMBER:	
OFFICE:	
CONTACT NUMBER:	
DESCRIPTION OF DATA REQUESTED:	
DECLARATION:	SIGN:
I confirm that this data is required for the purposes of Crime Prevention and Detection and/or pursuit of a criminal offence.	DATE:
CRIME REFERENCE No. (if relevant)	
DATA RELEASED BY:	SIGN:
	DATE:
AUTHORISED BY:	SIGN:
	DATE:

CCTV images from Sandbach Town Council

DATA PROTECTION ACT 2018 and General Data Protection Regulations

Under the Data Protection Act 2018, you have a right to access data relevant to you. If you wish to access data about someone else then you shall require their written consent, which you must make available to us. You may be committing an offence to seek data about other individuals without their consent.

A member of public has the right to request CCTV footage of **themselves only**. They need to make a request to the owner of the CCTV system (Sandbach Town Council) in writing requesting information held about them under data protection law. The Data Protection Act 2018 grants a right of access to personal data. There is no obligation to comply with a request unless it is in writing. The request may also be refused if the person making the request does not supply sufficient proof of identity. A response to a request must be given within the prescribed period of forty days.

Please note, we are not allowed to share any footage if other people can be identified in it (we do not have editing facility to disguise other individuals to protect their identity). We can, at our discretion, invite the requestor to a viewing of the footage. We can refuse a request if sharing the footage could put an ongoing criminal investigation at risk

In order to satisfy the proof of identity and locate the CCTV images requested please complete all details off attached form in block capitals and forward to: -

The Data Protection Officer, Sandbach Town Council, High St, Sandbach CW11 1AX

NB It is normal Code of Practise for Sandbach Town Council to retain CCTV images for a period of up to 28 days only unless a different retention period has been approved. It may therefore not be possible to provide the images requested.

PROOF OF IDENTITY

In order to comply with the Data Protection Act 2018, Sandbach Town Council must ensure that data is released only to an authorised person. It is therefore essential that sufficient proof of identity to enable identification of the images requested be provided. The proofs of identity required for CCTV must include a recent photograph that is confirmed, as belonging to the subject. This photographic evidence should be one of the following: -

- a) A passport
- b) A new style driving licence with photograph carrying the address above
- c) A photograph certified by a member of Sandbach Town Council staff who can also confirm the address details
- d) A photograph certified by JP, lawyer, etc, as belonging to the person making the request

MANDATES

Where the request is being made on behalf of a third party a mandate from the subject of the data must be provided with the above proofs of identity.

SANDBACH TOWN COUNCIL - CCTV ACCESS REQUEST FORM

CCTV No 41

7

Under the Data Protection Act 2018, you have a right to access data relevant to you. If you wish to access data about someone else then you shall require their written consent, which you must make available to us. You may be committing an offence to seek data about other individuals without their consent.
Please complete this form and return to:
DATA INFORMATION OFFICER, Sandbach Town Council, High St, Sandbach CW11 1AX

1. Personal Details - we may make additional checks to verify your identity.

Name:			
Present Address:			
		Post Code:	
Telephone number:		Date of Birth:	
Length of time at this address:			

2. CCTV Details

If requesting access to CCTV image please complete the section below. Note that unless this section is completed and a passport size photograph of yourself is attached, then no search of data will be made.

Date to be viewed:	Note that CCTV Data is only held for 31 days		
Where was the camera:			
Describe what you expect to see:			
Specific time:	Start:	Finish:	
Criminal Investigation Number (if known)			

3. Declaration

Declaration:	
I request that you provide me with a copy of the CCTV footage of me which you may hold and I have indicated above.	
I confirm that I am the Data Subject and am not acting on behalf of someone else.	
Signed:	
Date:	
This section to be completed by persons other than the Data Subject, and acting on behalf of the Data Subject:	
Declaration: I confirm that I am acting on behalf of the data subject and have submitted proof of my identity and authority to receive this data:	
Name:	
Present Address:	
Date:	Signed:

Continued over/

COMPLIANCE WITH REQUEST

In the event that the requested image is located would you prefer to: (Please tick one of the boxes below).

View the images at a suitable Town Council location	
Receive a copy of the images (Please provide a blank media storage device*)	
Receive a still copy with date/time indicated (Please provide a blank media storage device*)	

*Any media storage device supplied (as above) will be used to supply images believed to contain evidence relating to the requested incident/crime.

If the requested image cannot be located using the data provided or has been destroyed in accordance with Sandbach Town Council retention Code of Practise, you will be notified within the prescribed time.

Declaration

I confirm that I am the data subject named in section 1 of this document. I request that Sandbach Town Council furnish me with CCTV images in accordance with the Data Protection Act 2018. I understand that it may be necessary for me to provide more detailed information in order to prove my identity or to help in locating CCTV data.

The signatory/organisation below is authorised to store and use the recording for the purposes of the prevention and detection of crime, apprehension and prosecution of offenders; or for legal proceedings relating to the incident described in section 2. Upon signing of this document ownership is transferred to the signatory for any data we may provide.

SIGNATURE : _____

ORGANISATION: _____

PRINT NAME: : _____

DATE: _____

OFFICE USE ONLY:

ACCESS REQUEST AUTHORISED: YES / NO

Name

Signed

Date

MEDIA REMOVAL LOG: YES / NO

Name

Signed

Date

REQUEST LOG FOR ACCESS TO DATA

DATE	Name/Address of person requesting access	Brief Access Request Details	Date form issued	Date form returned 40 days to respond	Access authorised / denied (Reason) and date
31/07/22	Joe Bloggs, 66 Field Street	CCTV – 31/07/22. STC -External @ 7.05 - 7.15 am	31/07/22 P Smith	01/08/22	Denied - subject not on CCTV at that time. Manager02/08/22

Manager will record date and name of person requesting access.

Manager will record details of what date, time and area is being requested.

Manager will record date the form was issued

blank



FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING 15NOV2022

9

Email request for Sponsorship from First Responder

Subject: Request for sponsorship
From: nigel coppenhall <nigel.smf@ >
Sent: 17 May 2022 16:01
To: Info <info@sandbach.gov.uk>
Subject:

Good afternoon, may i introduce myself, some of you may know me, my name is nigel Coppenhall, i am a first responder for NWAS, i have responded in sandbach for 15 years volunteering my time for free, going to cardiac arrests and many more life threatening calls, in which time i have always used my own car, my fellow responders in Nantwich, crewe, have managed to get a responder car with sponsorship from there local town councils, i was wondering if this would something sandbach town council would like like to help out with, it costs a lot to run our vehicles, so to get a marked vehicle with sponsorship from yourselves would be great asset to your local community, i would put your sponsorship details on the car,if crewe and nantwich town councils can provide this

i am sure the folk of sandbach would be happy for you to help out,

I can provide proof that this as been done, in fact if you look on nantwich responders face book you can see the local mayor handing over there sponsorship for another 12 months, if this is something you would consider please contact me, as for the vehicle it would belong to me, for the use of responding i would be responsible for the road tax, insurance and maintenance on the vehicle

Thank you
Nigel coppenhall

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**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 1 - Current/Reserve Bank A/c's**

10a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	31/07/2022	2204	1,000.00
Business Reserve 91519578	31/07/2022	2204	1,070,416.42
			<u>1,071,416.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			1,072,255.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,072,255.22
		Balance per Cash Book is :-	1,072,255.22
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2022
for Cashbook 1 - Current/Reserve Bank A/c's**

10a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	31/08/2022	2205	1,000.00
Business Reserve 91519578	31/08/2022	2205	1,014,595.15
			<u>1,015,595.15</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			1,016,433.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,016,433.95
		Balance per Cash Book is :-	1,016,433.95
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 1 - Current/Reserve Bank A/c's**

10a

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	30/09/2022	2206	1,000.00
Business Reserve 91519578	30/09/2022	2206	1,327,459.89
			<u>1,328,459.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			1,329,298.69
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,329,298.69
		Balance per Cash Book is :-	1,329,298.69
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 2 - Bonus Saver**

10b

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	31/07/2022	2204	85,210.49
			<u>85,210.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,210.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,210.49
		Balance per Cash Book is :-	85,210.49
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2022
for Cashbook 2 - Bonus Saver

10b

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	31/08/2022	2205	85,218.19
			<hr/> 85,218.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,218.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,218.19
		Balance per Cash Book is :-	85,218.19
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2022
for Cashbook 2 - Bonus Saver

1010

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	30/09/2022	2206	85,233.60
			<u>85,233.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			85,233.60
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			85,233.60
		Balance per Cash Book is :-	85,233.60
		Difference is :-	0.00

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Bank Reconciliation Statement as at 31/07/2022
for Cashbook 3 - Petty Cash

10c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2022	2204	43.24
			<hr/> 43.24
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			43.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			43.24
		Balance per Cash Book is :-	43.24
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2022
for Cashbook 3 - Petty Cash**

10c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/08/2022	2205	195.72
			<hr/> 195.72
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			195.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			195.72
		Balance per Cash Book is :-	195.72
		Difference is :-	0.00

Date:13/10/2022

Sandbach Town Council

Page 1

Time:18:39

Bank Reconciliation Statement as at 30/09/2022
for Cashbook 3 - Petty Cash

User: AO

100

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/09/2022	2206	91.54
			<u>91.54</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			91.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			91.54
		Balance per Cash Book is :-	91.54
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 31/07/2022
for Cashbook 7 - Credit Card**

100d

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/07/2022	2204	-456.35
			<u>-456.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			-456.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			-456.35
		Balance per Cash Book is :-	-456.35
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/08/2022
for Cashbook 7 - Credit Card**

100d

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/08/2022	2205	-321.46
			<hr/> -321.46
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			-321.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			-321.46
		Balance per Cash Book is :-	-321.46
		Difference is :-	0.00

**Bank Reconciliation Statement as at 30/09/2022
for Cashbook 7 - Credit Card**

10d

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	30/09/2022	2206	-526.00
			-526.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			-526.00
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			-526.00
		Balance per Cash Book is :-	-526.00
		Difference is :-	0.00

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Summary Income & Expenditure by Budget Heading 30/09/2022

10e

Month No: 6

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
100	Town Council Income	Income	696,063	695,710	(353)		100.1%	
101	Administration	Expenditure	59,582	92,980	33,398	33,398	64.1%	
102	Staff Costs	Expenditure	88,535	264,000	175,465	175,465	33.5%	
105	Publicity	Expenditure	0	3,500	3,500	3,500	0.0%	
110	Grants/Discretionary Payments	Expenditure	70,510	111,380	40,870	40,870	63.3%	
	plus Transfer from EMR		5,000					
	less Transfer to EMR		0					
	Movement to/(from) Gen Reserve		<u>(65,510)</u>					
140	Community Events	Income	5,480	0	(5,480)		0.0%	
	Expenditure		14,451	20,500	6,049	6,049	70.5%	
	Movement to/(from) Gen Reserve		<u>(8,971)</u>					
180	Sandbach Town Hall	Income	51,791	131,500	79,709		39.4%	
	Expenditure		93,884	231,235	137,351	137,351	40.6%	
	Movement to/(from) Gen Reserve		<u>(42,094)</u>					
182	Car Parks	Expenditure	1,625	10,500	8,876	8,876	15.5%	
184	Town Hall Shop Units	Income	7,925	15,850	7,925		50.0%	
	Expenditure		(662)	1,500	2,162	2,162	(44.2%)	
	Movement to/(from) Gen Reserve		<u>8,587</u>					
185	Ranger	Expenditure	0	7,500	7,500	7,500	0.0%	
190	Outdoor Market	Income	15,949	37,000	21,051		43.1%	
	Expenditure		48,671	94,490	45,819	45,819	51.5%	
	Net Income over Expenditure		<u>(32,722)</u>	<u>(57,490)</u>	<u>(24,768)</u>			
	plus Transfer from EMR		0					
	Movement to/(from) Gen Reserve		<u>(32,722)</u>					
191	Indoor Market	Income	19,899	35,000	15,101		56.9%	
	Expenditure		31,161	48,335	17,174	17,174	64.5%	
	Movement to/(from) Gen Reserve		<u>(11,262)</u>					
200	Public Conveniences	Expenditure	8,032	21,600	13,568	13,568	37.2%	
400	Projects	Expenditure	3,661	35,000	31,339	31,339	10.5%	
	plus Transfer from EMR		0					
	less Transfer to EMR		0					
	Movement to/(from) Gen Reserve		<u>(3,661)</u>					
	Grand Totals:- Income		<u>797,106</u>	<u>915,060</u>	<u>117,954</u>		<u>87.1%</u>	
	Expenditure		<u>419,451</u>	<u>942,520</u>	<u>523,069</u>	<u>0</u>	<u>523,069</u>	<u>44.5%</u>
	Net Income over Expenditure		<u>377,655</u>	<u>(27,460)</u>	<u>(405,115)</u>			
	plus Transfer from EMR		5,000					
	less Transfer to EMR		0					
	Movement to/(from) Gen Reserve		<u>382,655</u>					

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<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
100	Debtors			5,390.76	
105	VAT Control A/c			10,153.10	
110	Prepayments			351.78	
120	Bar Stock			2,637.70	
150	Cinema Float			100.00	
152	Town Hall Float			650.00	
200	Current/Reserve Bank A/c			1,329,298.69	
202	Bonus Saver			85,233.60	
250	Petty Cash			91.54	
280	Credit Card				526.00
310	General Reserves				266,414.71
321	Committed - Gratuity Reserve				319.00
324	Committed reserve - Town Guide				2,751.00
331	Committed res - Website Dev				281.00
332	Comm Res - Car Park				203,716.00
335	Comm Res - Neighbourhood Plan				11,357.52
337	Comm Res - Conservation				10,000.00
340	Comm Res - Assets Management				45,580.00
342	Comm Res - Legal Fees				3,000.00
345	Comm Res - Grants				10,800.00
346	Comm Res - Ind Mkt Project				2,170.75
347	Comm Res - Office Accom Proj				99,500.00
348	Comm Res - Personnel Adverts				1,300.00
349	Comm Res - IT Equipment				800.00
352	Comm res - Roof repairs				1,434.00
354	Comm res -New Van				1,611.00
355	Comm Res - Skate Park				50,000.00
356	Comm Res - Town Hall Equipment				5,200.00
357	Comm Res - Town Hall Kitchen				4,134.00
358	Comm Res - Town Hall Works				25,000.00
359	Comm Res - Short Term Projects				30,001.00
361	Comm Res - Public T refurb				50,000.00
364	Comm Res - Community Levy				5,863.00
365	Comm Res - Condition Survey				60,490.00
368	Comm Res - Loan repayment				63,080.00
500	Creditors				66,005.30
510	Accruals				13,536.20
565	Deposits				16,381.40
1176	Precept	100	Town Council Income		695,310.00
1190	Interest Received	100	Town Council Income		752.67
1901	Indoor Market Income	191	Indoor Market		18,838.80
1905	Outdoor Market Income	190	Outdoor Market		11,056.88

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
1906	Christmas Markets	190	Outdoor Market		2,510.00
1906	Christmas Markets	191	Indoor Market		1,060.00
1910	Community Events Income	140	Community Events		920.12
1911	Gazebo Income	190	Outdoor Market		2,382.15
1912	Other income	140	Community Events		1,200.00
1912	Other income	180	Sandbach Town Hall		1.80
4000	Salaries	102	Staff Costs	71,179.71	
4001	Employer's NI	102	Staff Costs	7,425.94	
4002	Employer's Superannuation	102	Staff Costs	9,929.83	
4100	Mayor's Allowance	101	Administration	1,000.02	
4101	Civic & Ceremonial	101	Administration	705.60	
4110	ICT Support/Packages	101	Administration	4,474.71	
4111	Subscriptions	101	Administration	2,359.88	
4111	Subscriptions	180	Sandbach Town Hall	104.95	
4111	Subscriptions	191	Indoor Market	104.99	
4112	Audit Fees Internal & External	101	Administration	2,365.00	
4114	Accountancy Support	101	Administration	3,611.00	
4115	Office 365/Outlook (Emails)	101	Administration	1,357.44	
4120	Insurance	101	Administration	9,646.91	
4123	Telephones	101	Administration	1,074.49	
4130	Stationery	101	Administration	664.98	
4131	Photocopying	101	Administration	617.79	
4135	Postages	101	Administration	1.40	
4136	Election costs	101	Administration	11,418.64	
4141	Office Equipment/Furniture	101	Administration	4,194.61	
4144	STC Work Wear	101	Administration	273.50	
4145	Financial Software	101	Administration	1,110.00	
4150	Travelling Expenses	101	Administration	231.15	
4151	Training	101	Administration	790.00	
4197	Bank Charges	101	Administration	1,255.87	
4198	Cleaning	101	Administration	2,115.94	
4310	Website Maintenance	101	Administration	900.64	
4500	Transport Festival	110	Grants/Discretionary Payments	5,000.00	
4508	Christmas Lights	110	Grants/Discretionary Payments	23,227.00	
4515	Concert Series	110	Grants/Discretionary Payments	3,500.00	
4530	Community Grants	110	Grants/Discretionary Payments	18,560.00	
4550	Foder's Sponsorship	110	Grants/Discretionary Payments	8,500.00	
4551	Town Crier Honorarium	110	Grants/Discretionary Payments	750.00	
4560	Churchyard Maintenance	110	Grants/Discretionary Payments	1,660.00	
4573	Woodland and Wildlife	110	Grants/Discretionary Payments	2,000.00	
4611	Remembrance Parade	110	Grants/Discretionary Payments	585.00	
4614	Office Project	400	Projects	3,493.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4619	Car Parks refurbishment	182	Car Parks	1,624.50	
4630	Legal Fees	101	Administration	338.95	
4640	CCTV Contribution	110	Grants/Discretionary Payments	5,728.34	
4648	Neighbourhood Plan	400	Projects	167.90	
4660	Allotments	110	Grants/Discretionary Payments	1,000.00	
4670	New Purchases/Projects	180	Sandbach Town Hall	1,634.12	
4801	Ticket Income	140	Community Events		3,360.00
4806	Refreshment sales	180	Sandbach Town Hall		170.00
4807	Cinema Income	180	Sandbach Town Hall		2,471.71
4820	Community Events	140	Community Events	14,451.23	
4831	Town Hall Events Costs	180	Sandbach Town Hall	209.00	
4838	Cinema Costs	180	Sandbach Town Hall	1,788.54	
4840	Refreshment purchases	101	Administration	9.33	
4840	Refreshment purchases	180	Sandbach Town Hall	406.98	
4850	Legal and professional fes	101	Administration	7,948.85	
6000	Town Hall HireFees	180	Sandbach Town Hall		18,988.99
6002	Town Hall Bar Income	180	Sandbach Town Hall		29,508.05
6004	Town Hall Bar Income Pre paid	180	Sandbach Town Hall		650.00
6005	Town Hall Shop Units	184	Town Hall Shop Units		7,924.92
6010	Town Hall Bar Purchases	180	Sandbach Town Hall	10,687.77	
6020	Town Hall Salaries	180	Sandbach Town Hall	29,794.73	
6021	Employers NIC	180	Sandbach Town Hall	1,494.73	
6021	Employers NIC	190	Outdoor Market	1,437.36	
6021	Employers NIC	191	Indoor Market	888.43	
6022	Superannuation	180	Sandbach Town Hall	4,710.28	
6022	Superannuation	190	Outdoor Market	2,847.67	
6022	Superannuation	191	Indoor Market	3,028.86	
6023	Market wages	190	Outdoor Market	23,287.25	
6023	Market wages	191	Indoor Market	10,615.17	
6070	Training	180	Sandbach Town Hall	1,240.00	
6080	Maintenance	180	Sandbach Town Hall	5,742.90	
6080	Maintenance	190	Outdoor Market	60.00	
6080	Maintenance	191	Indoor Market	424.13	
6100	Light and Heat	180	Sandbach Town Hall	6,471.93	
6100	Light and Heat	184	Town Hall Shop Units		966.40
6100	Light and Heat	190	Outdoor Market	177.59	
6100	Light and Heat	191	Indoor Market	3,673.86	
6100	Light and Heat	200	Public Conveniences	271.87	
6110	Rates and Water	180	Sandbach Town Hall	4,119.53	
6110	Rates and Water	190	Outdoor Market	4,243.10	
6110	Rates and Water	191	Indoor Market	4,331.30	
6110	Rates and Water	200	Public Conveniences	141.63	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
6120	Repairs	191	Indoor Market	2,116.33	
6120	Repairs	200	Public Conveniences	501.49	
6140	Waste Disposal	101	Administration	56.16	
6140	Waste Disposal	180	Sandbach Town Hall	1,216.20	
6140	Waste Disposal	190	Outdoor Market	3,644.75	
6140	Waste Disposal	191	Indoor Market	746.86	
6150	Security	180	Sandbach Town Hall	22.00	
6200	Motor expenses	190	Outdoor Market	1,425.99	
6220	Cleaning	180	Sandbach Town Hall	4,095.08	
6220	Cleaning	191	Indoor Market	1,895.92	
6230	Equipment renewals	180	Sandbach Town Hall	1,230.68	
6230	Equipment renewals	190	Outdoor Market	1,135.64	
6230	Equipment renewals	191	Indoor Market	666.90	
6240	Glassware	180	Sandbach Town Hall	115.44	
6280	Telephone	180	Sandbach Town Hall	832.29	
6280	Telephone	190	Outdoor Market	61.02	
6280	Telephone	191	Indoor Market	40.68	
6290	Advertising	101	Administration	1,059.50	
6290	Advertising	191	Indoor Market	633.50	
6291	Market Hall Advertising	191	Indoor Market	644.13	
6310	Premises Licence	180	Sandbach Town Hall	180.00	
6340	Marketing	180	Sandbach Town Hall	812.00	
6350	Irrecoverable VAT	180	Sandbach Town Hall	2,172.36	
6350	Irrecoverable VAT	190	Outdoor Market	296.68	
6350	Irrecoverable VAT	191	Indoor Market	1,350.12	
6351	Town Hall Units Expenditure	184	Town Hall Shop Units	303.92	
6352	Christmas Market costs	190	Outdoor Market	10,054.10	
6400	Supplies (Public Conveniences)	200	Public Conveniences	496.70	
6402	Vandalism Repairs	200	Public Conveniences	68.26	
6406	Contract Cleaning	200	Public Conveniences	6,552.00	
7000	Public Works Loan Board	180	Sandbach Town Hall	14,802.68	
9000	Transfer from EMR	110	Grants/Discretionary Payments		5,000.00
Trial Balance Totals :				1,854,324.37	1,854,324.37
Difference				0.00	

Blitz Fireworks Limited

14 Hightown
CREWE, Cheshire, CW1 3BS
United Kingdom
Telephone: 01270 211129
Email mandy@blitzuk.com



Invoice To:

Finance Officer
Sandbach Town Council
Sandbach Town Hall
High Strret
Sandbach
Cheshire
CW11 1AX

SALES INVOICE

Invoice Date 15/10/2022
Due Date 14/11/2022
Reference 2180
Invoice Number SI-943

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
Christmas Lights Installation	Anchor point testing	45.00	25.00	20.00	1,125.00
Christmas Lights Installation	New wall plates	8.00	35.00	20.00	280.00
Christmas Lights Installation	Fixings, raw bolts, studs & resin anchors	11.00	12.50	20.00	137.50

VAT Rate	Net	VAT	Net Amount	1,542.50
Standard 20.00% (20.00%)	£1,542.50	£308.50	VAT Amount	308.50
			TOTAL	£1,851.00

Notes:

Bank Details
Bank name: Natwest
Bank sort code: 54-10-17
Account number: 10561420
Vat number: 917 4310 38

Terms and Conditions:

Payment for these goods/services is due upon receipt of this invoice unless prior agreement has been made. Please note that we reserve the right to charge interest on late payments.

Blitz Fireworks Limited

14 Hightown
CREWE, Cheshire, CW1 3BS
United Kingdom
Telephone: 01270 211129
Email mandy@blitzuk.com



Deliver To:

Finance Officer
Sandbach Town Council
Sandbach Town Hall
High Strret
Sandbach
Cheshire
CW11 1AX

Invoice

SINV038944

1 November 2022

Finance Department
Sandbach Town Council
Sandbach Town Council
High Street
Sandbach
Cheshire CW11 1AX

worknest

112

WorkNest Limited
Woodhouse
Aldford
Chester
Cheshire CH3 6JD

Due Date 15 November 2022
Payment Method Bank Transfer
Payment Terms Net 14 days

Description	Quantity	Unit Price	Start Date	End Date	VAT %	Amount
Combined - Year 3	1	3,556.87056	Nov 2022	Nov 2023	20	3,556.87
E-Learning	1	657.00	Nov 2022	Nov 2023	20	657.00

VAT Amount Specification

VAT Identifier	VAT %	VAT Base	VAT Amount
20	20	4,213.87	842.77

Subtotal 4,213.87
VAT Amount 842.77
Total GBP Incl. VAT 5,056.64

VAT Reg No.
249070992

Company Reg No.
04382739

Home Page. www.worknest.com

Email
creditcontrol@worknest.com

Bank. HSBC

Sort Code.
40-11-60

Account No.
11354442

Phone No.
0345 226 8393

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List of Payments made between 01/07/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	BACS P/L Pymnt Page 1054	BACS Pymnt	-7,987.60		BACS P/L Pymnt Page 1054
01/07/2022	Prism Solutions	22932	150.55		BB/Telephones May22
01/07/2022	BACS P/L Pymnt Page 1057	BACS Pymnt	3,204.21		BACS P/L Pymnt Page 1057
01/07/2022	Waterplus	WATER	8,687.60		Correct accidental payment
01/07/2022	Waterplus	CORRECT	-700.00		Reverse late payment charges
08/07/2022	BT	22976	81.99		Monthly Phone/BB services
08/07/2022	Cheshire Pension Fund	22963	2,625.62		Additional payment
08/07/2022	RN	22962	356.64		Operational Expenses
08/07/2022	Hall Smith Whittingham LLP	22967	120.00		Legal Fees
08/07/2022	BACS P/L Pymnt Page 1059	BACS Pymnt	5,410.60		BACS P/L Pymnt Page 1059
08/07/2022	United Northwest COOP Youth	22975	100.00		Mayor's Party Donation
08/07/2022	Legal and General	22941	213.78		Insurance
08/07/2022	Cheshire East Council	22933-937	1,496.00		Rates
11/07/2022	The Fuel Card People	22982	1.44		Motor Expenses
12/07/2022	Evo Payments International	22988	98.05		Card Machine Charges Jun22
14/07/2022	Petty Cash	23003/5580	250.00		Petty Cash Transfer
14/07/2022	West Merica Energy	23002	158.57		Gas Charges May22
15/07/2022	EE Limited	23022	20.34		Mkt Mobile Charges
15/07/2022	Natwest	23011	32.00		Bankline charges
15/07/2022	BACS P/L Pymnt Page 1061	BACS Pymnt	1,910.11		BACS P/L Pymnt Page 1061
15/07/2022	Monthly Payroll	23021	16,769.64		Monthly Payroll
19/07/2022	West Merica Energy	23030	1,760.50		Publ/Conv Electric May22
22/07/2022	West Merica Energy	23060	24.83		Mkt Store Electric charges
22/07/2022	BACS P/L Pymnt Page 1063	BACS Pymnt	3,684.22		BACS P/L Pymnt Page 1063
22/07/2022	Cheshire Arts For Health	23048	40.00		Xmas Mkt Refund
22/07/2022	Sandbach School	23055	250.00		Donation for PIP
22/07/2022	Aldi	23056	9.71		Mayor's Afternoon Tea
22/07/2022	Handy Household	23056	3.89		Patry In The Park Supplies
22/07/2022	Amazon	23056	15.98		Audio supplies for TH
25/07/2022	Prism Solutions	1003.36	1,003.36		ICT Licensing & Support
28/07/2022	Credit Card	23081	184.61		Credit Card DD Transfer
29/07/2022	Natwest	23085	93.25		Bank Charges
29/07/2022	BACS P/L Pymnt Page 1065	BACS Pymnt	5,778.26		BACS P/L Pymnt Page 1065
29/07/2022	HMRC CUMBEMAULD	23091	5,535.98		HMRC JUL22 Contribution
29/07/2022	Cheshire Pension Fund	23092	4,016.49		JUL22 Pension Contribution
01/08/2022	DVLA	DD/23104	165.00		Road Tax DOOSAN G20P
01/08/2022	DVLA	DD/23105	290.00		Road Tax Mkt Van
01/08/2022	Cheshire East Council	23103	624.00		TH Rates
01/08/2022	Cheshire East Council	23107	699.00		ODM Mkt Rates
01/08/2022	Cheshire East Council	23108/09	112.00		IDM Rates
01/08/2022	Prism Solutions	23103	150.55		TH Telephones Jun2022
04/08/2022	Legal and General	DD/23121	213.78		insurance
08/08/2022	The Fuel Card People	23130	1.44		Motor Expenses
08/08/2022	BT	23131	81.99		TH Monthly Telephone Costs JUL
10/08/2022	Evo Payments International	23143	132.28		Card Machine Charges Jul22
11/08/2022	Petty Cash	5582/23148	200.00		Petty Cash Cheque
14/08/2022	Handy Household	14SEP22	13.47		TH Maintenance

Date: 18/10/2022

Sandbach Town Council

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Time: 18:16

Current/Reserve Bank A/c's

List of Payments made between 01/07/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/08/2022	Handy Household	14SEP22	-13.47		Posted to wrong CB
15/08/2022	Natwest Bank	23157	31.20		Bankline Charges
15/08/2022	D Robinson	5581/23160	750.00		Town Crier Honorarium
15/08/2022	EE Limited	23159	20.34		MKT Mobile Charges
15/08/2022	Monthly Payroll	23158	18,045.28		Monthly Payroll AUG22
18/08/2022	West Merica Energy	23171	1,751.88		Electricity Mkt Store Jun22
19/08/2022	Sandbach Choral Society	23181	450.00		Community Grant
19/08/2022	Sandbach Pride	23183	3,500.00		Community Grant
19/08/2022	PCC of Christ Church	23184	80.00		Churchyard Maintenance
19/08/2022	Foden's Band	23185	7,500.00		Annual Sponsorship
19/08/2022	Sandbach Heath Neighbourhood F	23188	1,500.00		Community Grant
19/08/2022	Elworth Cricket Club	23195	5,000.00		Community Grant
19/08/2022	BACS P/L Pymnt Page 1069	BACS Pymnt	21,421.56		BACS P/L Pymnt Page 1069
22/08/2022	The Fuel Card People	23203	81.13		Motor Expenses
25/08/2022	Prism Solutions	23210	1,003.36		ICT Support
26/08/2022	HMRC	23216	5,518.97		PAYE & NIC Contribution
26/08/2022	Cheshire Pension Fund	23218	4,161.21		AUG Contribution
26/08/2022	T Cooper	SO	95.05		Deposit Refund
26/08/2022	BACS P/L Pymnt Page 1072	BACS Pymnt	1,546.15		BACS P/L Pymnt Page 1072
30/08/2022	Credit Card	23225	456.35		Credit Card Transfer
31/08/2022	Natwest Bank	23228	89.06		Bank Charges
01/09/2022	Cheshire East Council	23235	624.00		Rates
01/09/2022	Cheshire East Council	23236	699.00		Rates
01/09/2022	Cheshire East Council	32337/38	112.00		Rates
01/09/2022	Prism Solutions	23234	150.55		Monthly Telephone Charges
02/09/2022	BACS P/L Pymnt Page 1073	BACS Pymnt	4,809.58		BACS P/L Pymnt Page 1073
02/09/2022	NP	23250	10.35		Travel Expenses
05/09/2022	Legal and General	23263	213.78		Insurance
07/09/2022	BT	23270	81.99		Phones/Broadband
09/09/2022	BACS P/L Pymnt Page 1077	BACS Pymnt	9,254.94		BACS P/L Pymnt Page 1077
12/09/2022	Evo Payments International	23298	98.19		Card Machine Charges
12/09/2022	The Fuel Card People	23299	1.44		Motor Expenses
15/09/2022	Natwest	23317	21.20		Bankline Charges
15/09/2022	Mothly Payroll	BACS	17,296.84		Salaries SEP22
15/09/2022	West Merica Energy	23320	2,093.27		Publ/Conv Electricity JUL22
15/09/2022	EE Limited	23319	20.34		Mkt Mobile
16/09/2022	BACS P/L Pymnt Page 1083	BACS Pymnt	2,185.26		BACS P/L Pymnt Page 1083
20/09/2022	Public Works Loans	23336	2,467.11		repayment
22/09/2022	M Brookes	23341	1,000.00		STC Sponsorship
22/09/2022	The Saxon Crosses	23342	300.00		STC Community Grant
23/09/2022	BACS P/L Pymnt Page 1084	BACS Pymnt	838.07		BACS P/L Pymnt Page 1084
26/09/2022	Prism Solutions	23361	1,036.25		Telephones/BB/ICT Support
28/09/2022	Credit Card	23371	321.46		Credit Card Transfer
30/09/2022	Natwest Bank	23379	67.87		Bank Charges
30/09/2022	BACS P/L Pymnt Page 1086	BACS Pymnt	1,116.21		BACS P/L Pymnt Page 1086
30/09/2022	Cheshire Pension Fund	23380	4,118.90		SEP22 Contribution
30/09/2022	Jayan Chacko	23381	460.50		Deposit Refund

Continued on Page 3

Date: 18/10/2022

Sandbach Town Council

Time: 18:16

Current/Reserve Bank A/c's

List of Payments made between 01/07/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/09/2022	Wired Differently	23383	40.00		Xmas Mkt Refund
30/09/2022	Maria Bates	23384	105.00		Xmas Mkt Refund
30/09/2022	Sue Furber	23386	40.00		Xmas Mkt Refund
30/09/2022	Dawn Barker	23387	40.00		Xmas Mkt Refund
30/09/2022	Karen Stockton	23388	40.00		Xmas Mkt Refund
30/09/2022	Dean Pepper	23389	40.00		Xmas Mkt Refund
30/09/2022	Cutch Company Ltd	23390	40.00		Xmas Mkt Refund
30/09/2022	HMRC CUMBEMAULD	23391	6,119.56		SEP22 Contributions
30/09/2022	Natwest Bank	23379	-0.01		Bank Charges amount adjustment
Total Payments			186,935.85		

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List of Payments made between 01/07/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	MORRISONS	01JUL22	2.38		Office/Events Supplies
01/07/2022	MORRISONS	01JUL2022	36.99		Bar Supplies
07/07/2022	MORRISONS	07JUL22	0.80		Sandbach Chronicle
07/07/2022	Aldi	07JUL2022	11.93		Bar Supplies
14/07/2022	MORRISONS	14JUL22	0.80		Sandbach Chronicle
15/07/2022	Home Bargains TJ Morris Ltd	15JUL22	1.70		Bar Supplies
15/07/2022	TESCO	15JUL2022	1.98		Bar Supplies
15/07/2022	B&M	15JUL22/3	21.49		Bar Supplies
17/07/2022	B&M	17JUL22	4.00		Bar Supplies
17/07/2022	CO-OP	17JUL22/2	18.00		Bar Supplies
17/07/2022	Handy Household	17JUL22/3	12.99		Bar Supplies
17/07/2022	Iceland Foods Ltd.	17JUL22/4	9.00		Bar Supplies
20/07/2022	MORRISONS	20JUL22	1.49		Meetings Supplies
21/07/2022	MORRISONS	21JUL22	9.41		Bar Supplies
21/07/2022	Handy Household	21JUL22/2	2.98		Bar Supplies
21/07/2022	MORRISONS	21JUL22/3	8.95		Bar Supplies
21/07/2022	MORRISONS	21JUL22/4	0.80		Stationery
23/07/2022	Iceland Foods Ltd.	23JUL22	3.00		Bar Supplies
26/07/2022	LIDL	26JUL22	4.42		Bar Supplies
26/07/2022	B&M	26JUL22/2	30.98		Bar Supplies
27/07/2022	MORRISONS	27JUL22	12.55		Bar Supplies
29/07/2022	Handy Household	29JUL22	1.79		Publ/Conv repairs
01/08/2022	MORRISONS	01AUG22	0.80		Stationery
08/08/2022	ASDA	08AUG22	16.00		Bar Supplies
10/08/2022	Handy Household	10AUG22	10.94		Bar Supplies
10/08/2022	SAVERS	10AUG22/2	2.00		Bar Supplies
11/08/2022	MORRISONS	11AUG22	0.80		Sandbach Chronicle
11/08/2022	Iceland Foods Ltd.	11AUG2022	8.00		Iceland Foods Ltd.
15/08/2022	Post Office Ltd	15AUG22	1.40		Recorded delivery letter
16/08/2022	Handy Household	16AUG22	5.98		Batteries
18/08/2022	MORRISONS	18AUG22	0.80		Sandbach Chronicle
25/08/2022	MORRISONS	25AUG22	0.80		Sandbach Chronicle
01/09/2022	MORRISONS	01SEP22	0.80		Sandbach Chronicle
01/09/2022	LIDL	01SEP2022	0.68		Bar Supplies
01/09/2022	MORRISONS	05SEP22	5.00		Mkt Town Festival
06/09/2022	B&M	06SEP22	23.05		Supplies
07/09/2022	B&M	07SEP22	19.78		Mkt Town Festival Supplies
08/09/2022	MORRISONS	08SEP22	0.80		Sandbach Chronicle
09/09/2022	Handy Household	09SEP22	5.07		Stationery
09/09/2022	LIDL	09SEP2022	4.68		Bar Supplies
14/09/2022	Handy Household	14SEP22	13.47		Maintenance supplies
15/09/2022	MORRISONS	15SEP22	0.80		Sandbach Chronicle
20/09/2022	MORRISONS	20SEP22	3.38		Meetings supplies
23/09/2022	CO-OP	23SEP22	3.56		Bar Supplies
27/09/2022	TESCO	27SEP22	3.80		Meetings Supplies
28/09/2022	MORRISONS	28SEP22	13.25		Bar Supplies
28/09/2022	Handy Household	28SEP2022	6.06		Bar Supplies

Date: 13/10/2022

Sandbach Town Council

Time: 18:41

Petty Cash

List of Payments made between 01/07/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>350.13</u>		

Date: 13/10/2022

Sandbach Town Council

Page 1

Time: 17:49

Credit Card

12.3

List of Payments made between 01/07/2022 and 30/09/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/07/2022	Dropbox Intemational	62077753	73.08		Subscription
14/07/2022	Soundtrack Your Brand	68275851	34.99		TH/IDM Background Music
16/07/2022	Amazon	10038969	113.92	PO 2071	TH Audio Equipment
20/07/2022	Amazon	53234738	189.99	PO 2084	Equipment/Fan
21/07/2022	ZOOM.US	12837433	14.39		Zoom Subscription
25/07/2022	Amazon	25513340	29.98	PO 2091	Audio equipment for TH
06/08/2022	Dropbox Intemational	40316755	73.08		Dropbox Subscription
11/08/2022	Marks Electrical Ltd	01487681	199.00		Air Cooler
14/08/2022	Soundtrack Your Brand	68595854	34.99		IDM/TH Background Music Subsc
21/08/2022	ZOOM.US	11803512	14.39		Zoom Subscription
06/09/2022	Dropbox Intemational	18516553	73.08		Subscription
07/09/2022	Lampshoponline.com	05291036	120.47		Lampshoponline.com
14/09/2022	Soundtrack Your Brand	88834942	34.99		Soundtrack your brand
15/09/2022	MORRISONS	15SEP22	0.80		Sandbach Chronicle
15/09/2022	Receipt in error	15SEP22	-0.80		Sandbach Chronicle
21/09/2022	ZOOM.US	13620734	14.39		Monthly Subscription
27/09/2022	BTS Congleton Ltd	01026866	188.91		Motor Expenses
29/09/2022	Amazon	75148432	34.16		Bar Supplies
30/09/2022	Natwest Bank	03OCT22	60.00		C/Card fee

Total Payments 1,303.81

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Sandbach Town Council

List of BACS & Direct Debit Payments

Q2 2022/2023

12.4

Date of payment	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
01/07/2022	BACS	Andrews Air Conditioning	Air Con Maintenance	15/06/2022	14496286	£274.80	1057
01/07/2022	BACS	Cheshire Association of Local Councils	Training	01/07/2022	2022/082	£25.00	1057
01/07/2022	BACS	CMJ Embroidery Ltd	Uniform for TH & Mkt	20/06/2022	INV-7196	£328.20	1057
01/07/2022	BACS	The Effective Directories Ltd	Advertising	17/06/2022	14148	£852.00	1057
01/07/2022	BACS	Hitched Ltd	Annual Ad on Wedding Website	24/06/2022	INVUKD2037625	£974.40	1057
01/07/2022	BACS	L.D.G ELECTRICAL SOLUTIONS LTD	Light Repairs in TH	15/06/2022	7602	£451.20	1057
01/07/2022	DD	Prism Solutions	BB/Telephones May22	14/06/2022	67657	£150.55	1055
01/07/2022	BACS	VIKING	Refreshments for meetings	21/06/2022	7120620	£298.61	1057
08/07/2022	DD	BT	Monthly Phone/BB services	24/06/2022	M115 05	£81.99	1055
08/07/2022	BACS	Caroline's Occasions	Tablecloth Hire for event	24/06/2022	101	£36.00	1059
08/07/2022	BACS	Cheshire Community Action	Annual Membership	30/06/2022	2022/23	£100.00	1059
08/07/2022	BACS	Cheshire Association of Local Councils	Training	30/06/2022	2022/099	£50.00	1059
08/07/2022	BACS	Gibsons' Greengrocer's & Deli Ltd	Mayors Civic Tea supplies	26/06/2022	STH001	£158.76	1059
08/07/2022	BACS	Hops and Barley LTD	Drinks Order	01/07/2022	153758	£1,010.26	1059
08/07/2022	BACS	JDH BUSINESS SERVICES LTD	Data Protection Compliance	11/05/2022	4264	£1,633.20	1059
08/07/2022	BACS	L.D.G ELECTRICAL SOLUTIONS LTD	Electrical repairs to Unit8	15/06/2022	7601	£648.00	1059
08/07/2022	BACS	Lois's Little Cake Company	Cakes for Mayor's Afternoon Tea	27/06/2022	SI-19	£213.75	1060
08/07/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties 'Operation Mincemeat	28/06/2022	SI-254	£112.50	1060
08/07/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties Phantom Of The Open	28/06/2022	SI-256	£7.20	1060
08/07/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Downton Abbey Film Hire	28/06/2022	SI-263	£210.00	1060
08/07/2022	BACS	Rowtype Printers Ltd	Party In Park Programmes	24/06/2022	61052	£199.00	1060
08/07/2022	BACS	Smith of Derby Ltd	TH Clock Service	24/06/2022	123727	£304.80	1060
08/07/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 16Jun22	23/06/2022	1548	£302.40	1060
08/07/2022	BACS	TRG (The Ralphs Group)	Supplies for Public Convenienc	23/06/2022	1549	£122.33	1060
08/07/2022	BACS	TRG (The Ralphs Group)	Publ/Conv cleaning w/c 20Jun22	28/06/2022	1551	£302.40	1060
11/07/2022	DD	The Fuel Card People	Motor Expenses	30/06/2022	9003495553	£1.44	1055
12/07/2022	DD	Evo Payments International	Card Machine Charges Jun22	30/06/2022	06-2022/52895	£98.05	1055
14/07/2022	DD	West Merica Energy	Gas Charges May22	16/06/2022	11216954	£158.57	1055
15/07/2022	BACS	ANSA Environmental Services	Hire of Sandbach Park	01/07/2022	11700088605	£200.00	1061
15/07/2022	BACS	Asbury Darlings Soft Play & Bouncy Cast	Soft Play & Bouncy Castle hire	22/03/2022	22/03/22	£165.00	1061
15/07/2022	BACS	Calbarrie Compliance Services	Emergency & Fire Alarm Tests	30/06/2022	162168	£594.00	1061
15/07/2022	BACS	Cheshire Association of Local Councils	Training	06/07/2022	2022/115	£25.00	1061
15/07/2022	BACS	Clarke Website Design	Neighbourhood Plan Website	04/07/2022	CWD-4743	£167.90	1061
15/07/2022	DD	EE Limited	Mkt Mobile Charges	07/07/2022	V02008095406	£20.34	1055
15/07/2022	BACS	FLEXTEL LTD.	Admin Mobile Phones JUN22	03/07/2022	FLX 73841	£30.00	1061
15/07/2022	BACS	FLEXTEL LTD.	Admin Mobile Charges	03/07/2022	FLX 73852	£118.97	1061
15/07/2022	BACS	HIPSWING ENTERTAINMENTS LTD	TH New Speakers	05/07/2022	INV-13584	£276.00	1061
15/07/2022	BACS	Mannings Brewers	Beer Order	01/07/2022	52360	£30.84	1062
15/07/2022	BACS	TRG (The Ralphs Group)	Publ/Conv Cleaning w/c 27Jun22	03/07/2022	1554	£302.40	1063
19/07/2022	DD	West Merica Energy	Electric Charges May22	21/06/2022	11218762	£833.70	1055
19/07/2022	DD	West Merica Energy	Publ/Conv Electric May22	21/06/2022	11218764	£45.50	1055
19/07/2022	DD	West Merica Energy	Electricity Charges May22	21/06/2022	11218765	£881.30	1055
22/07/2022	BACS	Bach 95 Limited	Alcohol for Events	13/07/2022	INV-0294	£299.52	1063
22/07/2022	BACS	Cheshire Association of Local Councils	Training	14/07/2022	2022/121	£50.00	1063
22/07/2022	BACS	Citron Hygiene UK Limited	Waste Disposal additional Unit	06/07/2022	CN30196063	£73.94	1063
22/07/2022	BACS	Gaskells Waste Services	Credit for Apr22 Waste Disposa	15/06/2022	P537897	£171.67	1063
22/07/2022	BACS	Gaskells Waste Services	Waste Disposal Jun22	30/06/2022	P541363	£969.36	1063
22/07/2022	BACS	Hops and Barley LTD	Alcohol for Events	11/07/2022	155233	£1,257.51	1063
22/07/2022	BACS	Magic 4 Children	Entertainer for 16Aug22	04/03/2022	1	£100.00	1063
22/07/2022	BACS	Minshulls Country Kitchen	Mayor's Tea Party Supplies	07/07/2022	INV0001	£171.00	1063
22/07/2022	BACS	Precious Little Princess Parties	Event Entertainer	07/07/2022	214	£380.00	1064
22/07/2022	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 04JUL22	09/07/2022	1555	£302.40	1064
22/07/2022	BACS	VIKING	Stationery/Office Equipment	07/07/2022	7206992	£242.16	1064
22/07/2022	DD	West Merica Energy	Mkt Store Electric charges	22/06/2022	11223920	£24.83	1056
25/07/2022	DD	Prism Solutions	ICT Licensing & Support	25/07/2022	160805	£1,003.36	1056
29/07/2022	BACS	Alpha Omega Securities Limited	Party In Park security	04/07/2022	77602	£799.39	1065
29/07/2022	BACS	Animal Island Ltd	Creepy Crawly Show	21/07/2022	2039	£350.00	1065
29/07/2022	BACS	Bach 95 Limited	Beer order for Events	20/07/2022	INV-0298	£262.08	1065
29/07/2022	BACS	Geoplumb Ltd	Plumbing repairs IDM	16/07/2022	113	£320.00	1065
29/07/2022	BACS	Hops and Barley LTD	Alcohol order for events	18/07/2022	155595	£854.58	1065
29/07/2022	BACS	Hops and Barley LTD	Alcohol order for Events	18/07/2022	156063	£179.77	1065
29/07/2022	BACS	Hops and Barley LTD	Alcohol for events	18/07/2022	156064	£955.35	1065
29/07/2022	BACS	Mannings Brewers	Beer order for Events	22/07/2022	52647	£422.90	1065
29/07/2022	BACS	Spotless Commercial Cleaning	Credit Note Cleaning Jun22	01/07/2022	SCR012230	£249.55	1066
29/07/2022	BACS	Spotless Commercial Cleaning	Cleaning Jun22	01/07/2022	SIN275331	£1,581.34	1066
29/07/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 11JUL22	01/07/2022	1557	£302.40	1066
01/08/2022	DD	Prism Solutions	TH Telephones Jun2022	15/07/2022	67758	£150.55	1067
08/08/2022	DD	BT	TH Monthly Telephone Costs JUL	24/07/2022	M116 SE	£81.99	1067
08/08/2022	DD	The Fuel Card People	Motor Expenses	31/07/2022	9003654363	£1.44	1067
10/08/2022	DD	Evo Payments International	Card Machine Charges Jul22	31/07/2022	07-2022/52895	£132.28	1067
15/08/2022	DD	EE Limited	MKT Mobile Charges	07/08/2022	V02017698264	£20.34	1067
18/08/2022	DD	West Merica Energy	TH Gas Charges Jun22	18/07/2022	11230840	£106.48	1067
18/08/2022	DD	West Merica Energy	IDM Electricity Jun22	18/07/2022	11233428	£784.06	1067
18/08/2022	DD	West Merica Energy	TH Electricity Jun22	18/07/2022	11233429	£784.81	1067
18/08/2022	DD	West Merica Energy	Publ/Conv Electric June22	18/07/2022	11233434	£43.63	1067
18/08/2022	DD	West Merica Energy	Electricity Mkt Store Jun22	21/07/2022	11237760	£32.90	1067
19/08/2022	BACS	Kevin Ballard	Market Duties June/July22	22/07/2022	50	£200.00	1069
19/08/2022	BACS	Kevin Ballard	Mkt Duties	08/08/2022	51	£110.00	1069
19/08/2022	BACS	Blitz Fireworks Ltd	Firework display Party in Park	21/06/2022	SI-874	£2,976.00	1069
19/08/2022	BACS	BOMFORD OFFICE PRODUCTS	Stationery	28/07/2022	93242	£74.21	1069
19/08/2022	BACS	CREWE COLOUR PRINTERS LTD	Town Festival Leaflets	01/07/2022	67937	£323.00	1069
19/08/2022	BACS	Cheshire Association of Local Councils	Annual Membership Fee	01/05/2022	2022-23	£1,470.00	1069
19/08/2022	BACS	Cheshire East Borough Council	STH Premises Licence	18/07/2022	11700093739	£180.00	1069

19/08/2022	BACS	Clarke Website Design	Website Maintenance	08/08/2022	CWD-4783	£135.00	1069
19/08/2022	BACS	Claymore Business Machines Limited	Office Printer	01/08/2022	51508	£1,200.00	1070
19/08/2022	BACS	FLEXTEL LTD.	Monthly Telephones	03/08/2022	74723	£30.00	1070
19/08/2022	BACS	Gaskells Waste Services	Waste Disposal Jul22	31/07/2022	P545437	£1,222.59	1070
19/08/2022	BACS	Hops and Barley LTD	Drinks for Events	26/07/2022	156965	£200.00	1070
19/08/2022	BACS	Hops and Barley LTD	Drinks for Events	26/07/2022	157002	£626.50	1070
19/08/2022	BACS	F Parr Ltd	Equipment renewals	05/08/2022	INV7815	£298.80	1070
19/08/2022	BACS	F Parr Ltd	Equipment Renewals	05/08/2022	INV7921	£95.94	1070
19/08/2022	BACS	Rentokil Pest Control	Waste Disposal Aug-Nov22	18/07/2022	21725848	£283.57	1070
19/08/2022	BACS	R.M.S Industrial Door Services	Mkt Store Shutter Service	30/07/2022	16006	£72.00	1071
19/08/2022	BACS	Rick Yates Design Illustration	Mkt Square Illustration	08/08/2022	211252	£350.00	1071
19/08/2022	BACS	Spotless Commercial Cleaning	Cleaning JUL22	31/07/2022	SIN276876	£1,626.46	1071
20/08/2022	BACS	Spotless Commercial Cleaning	Cleaning Supplies	29/07/2022	SIN277144	£245.99	1071
19/08/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning Supplies	01/07/2022	1494	£249.44	1071
19/08/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 18JUL22	25/07/2022	1558	£302.40	1071
19/08/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 25JUL	03/08/2022	1561	£302.40	1071
19/08/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 01AUG	07/08/2022	1562	£302.40	1071
19/08/2022	BACS	Xepos Limited	Till Software Support Renewal	08/08/2022	10018786	£418.80	1071
19/08/2022	BACS	Zurich Insurance plc	Insurance	01/07/2022	515720589	£8,125.77	1071
22/08/2022	DD	The Fuel Card People	Motor Expenses	14/08/2022	9003719934	£81.13	1068
25/08/2022	DD	Prism Solutions	ICT Support	25/08/2022	162313	£1,003.36	1068
26/08/2022	BACS	Hops and Barley LTD	Credit Note	09/08/2022	13821	-£47.13	1072
26/08/2022	BACS	Hops and Barley LTD	Drinks Order	09/08/2022	158662	£875.51	1072
26/08/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Hire	14/08/2022	SI-279	£180.00	1072
26/08/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties	16/08/2022	SI-284	£11.10	1072
26/08/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 08AUG22	16/08/2022	1564	£302.40	1072
26/08/2022	BACS	TRG (The Ralphs Group)	Public Conveniences Supplies	16/08/2022	1565	£224.27	1072
01/09/2022	DD	Prism Solutions	Monthly Telephone Charges	17/08/2022	68024	£150.55	1079
02/09/2022	BACS	BOMFORD OFFICE PRODUCTS	Stationery	24/08/2022	93449	£136.09	1073
02/09/2022	BACS	BTS Garage Services	Motor Expenses	10/08/2022	207	£494.71	1073
02/09/2022	BACS	Cheshire Association of Local Councils	Training	23/08/2022	2022/148	£25.00	1073
02/09/2022	BACS	Claymore Business Machines Limited	Photocopying	22/08/2022	51527	£319.07	1073
02/09/2022	BACS	Claymore Business Machines Limited	Photocopying	22/08/2022	51528	£37.97	1073
02/09/2022	BACS	Co Train	Market Town Festival	22/08/2022	22.23	£300.00	1073
02/09/2022	BACS	Face It Professional Face Painting	Market Town Festival	16/08/2022	100922STC	£280.00	1073
02/09/2022	BACS	Gary Boyle Associates Ltd	Small Common Car Park	19/08/2022	INV-2666	£180.00	1073
02/09/2022	BACS	Hops and Barley LTD	Drinks Order	16/08/2022	160325	£424.98	1074
02/09/2022	BACS	Hall Smith Whittingham LLP	Legal Services	19/08/2022	SAN110.1.AJ.RG	£286.74	1074
02/09/2022	BACS	L.D.G ELECTRICAL SOLUTIONS LTD	IDM Repairs	17/08/2022	7675	£379.60	1074
02/09/2022	BACS	L.D.G ELECTRICAL SOLUTIONS LTD	IDM Repairs	24/08/2022	7676	£522.00	1074
02/09/2022	BACS	Martin Scott Price	Market Town Festival	16/08/2022	44562	£445.00	1074
02/09/2022	BACS	F Parr Ltd	ODM Equipment	26/08/2022	INV8186	£603.60	1074
02/09/2022	BACS	Prism Solutions	Email Changes	25/08/2022	16282	£72.42	1074
02/09/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 15AUG22	22/08/2022	1566	£302.40	1074
07/09/2022	DD	BT	Phones/Broadband	24/08/2022	M117 WO	£81.99	1076
09/09/2022	BACS	Apple Safety Services Limited	First Aid Training	11/08/2022	2705	£210.00	1077
09/09/2022	BACS	Apple Safety Services Limited	Mkt Town Festival	11/08/2022	2707	£840.00	1077
09/09/2022	BACS	Kevin Ballard	Market Duties	31/08/2022	52	£165.00	1077
09/09/2022	BACS	CREWE COLOUR PRINTERS LTD	Community Events	29/08/2022	68332	£72.00	1077
09/09/2022	BACS	City B Group Ltd	Gazebo Gutter strips	18/08/2022	45338	£504.00	1077
09/09/2022	BACS	FLEXTEL LTD.	Monthly Telephones	03/08/2022	74733	£120.50	1077
09/09/2022	BACS	The Fun Experts	Market Town Festival	01/09/2022	11193	£1,458.00	1077
09/09/2022	BACS	Greg Chapman	Mkt Town Festival	01/09/2022	GC13N22D	£150.00	1077
09/09/2022	BACS	Hard Rock Interiors	IDM Repairs	24/08/2022	24822	£990.00	1078
09/09/2022	BACS	HIPSWING ENTERTAINMENTS LTD	PA for Remembrance Sunday	31/08/2022	INV-13912	£702.00	1078
09/09/2022	BACS	Prism Solutions	Office Equipment	01/09/2022	162708	£1,614.58	1078
09/09/2022	BACS	Snaggers Amazing Balloons	Market Town Festival	17/08/2022	2200	£220.00	1078
09/09/2022	BACS	Spotless Commercial Cleaning	Monthly Cleaning AUG22	31/08/2022	SIN278120	£1,626.46	1078
09/09/2022	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 22AUG22	29/08/2022	1568	£302.40	1078
09/09/2022	BACS	Wild West Pony Parties	Mkt Town Festival	30/08/2022	22	£280.00	1078
12/09/2022	DD	Evo Payments International	Card Machine Charges	31/08/2022	08-2022/52895	£98.19	1080
12/09/2022	DD	The Fuel Card People	Motor Expenses	31/08/2022	9003824995	£1.44	1080
15/09/2022	DD	EE Limited	Mkt Mobile	07/09/2022	V02027443861	£20.34	1082
15/09/2022	DD	West Merica Energy	IDM Electricity JUL22	18/08/2022	11244440	£882.30	1081
15/09/2022	DD	West Merica Energy	TH Electricity JUL22	18/08/2022	11244441	£1,036.01	1081
15/09/2022	DD	West Merica Energy	Publ/Conv Electricity JUL22	18/08/2022	11244446	£49.89	1081
15/09/2022	DD	West Merica Energy	Mkt Store Electricity JUL22	18/08/2022	11247131	£27.75	1081
15/09/2022	DD	West Merica Energy	TH Gas charges JUL22	18/08/2022	11248107	£97.32	1081
16/09/2022	BACS	Cheshire Association of Local Councils	Training	07/09/2022	28	£60.00	1083
16/09/2022	BACS	FLEXTEL LTD.	Monthly Mobile charges	03/09/2022	75532	£30.00	1083
16/09/2022	BACS	FLEXTEL LTD.	Monthly Telephones	06/09/2022	75640	£118.94	1083
16/09/2022	BACS	Gaskells Waste Services	Waste Disposal AUG22	31/08/2022	P549313	£1,022.93	1083
16/09/2022	BACS	HIPSWING ENTERTAINMENTS LTD	Party In the Park Balance	06/09/2022	INV-13940	£220.80	1083
16/09/2022	BACS	Hops and Barley LTD	Bar Supplies	05/09/2022	161979	£430.19	1083
16/09/2022	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 29AUG22	05/09/2022	1570	£302.40	1083
23/09/2022	BACS	Bach 95 Limited	Drinks Order	15/09/2022	INV-0358	£37.44	1084
23/09/2022	BACS	Bach 95 Limited	Alcohol order	15/09/2022	INV-0363	£74.58	1084
23/09/2022	BACS	BOMFORD OFFICE PRODUCTS	Stationery	15/09/2022	93651	£56.76	1084
23/09/2022	BACS	Rialtis Business Solutions Ltd	Training Session	08/09/2022	30056	£240.00	1084
23/09/2022	BACS	Spotless Commercial Cleaning	Cleaning Jun22	01/07/2022	SIN275331	£45.00	1084
23/09/2022	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 05SEP22	12/09/2022	1572	£302.40	1084
23/09/2022	BACS	VIKING	P/Conv Vandalism repairs	13/08/2022	9221496	£81.89	1084
26/09/2022	DD	Prism Solutions	Telephones/BB/ICT Support	26/09/2022	163719	£1,036.25	1085
30/09/2022	BACS	Cheshire Drainage Solutions Ltd	P/Conv Drains Unblocking	16/09/2022	INV-0307	£300.00	1086
30/09/2022	BACS	Hops and Barley LTD	Drinks Order	15/09/2022	163042	£439.11	1086
30/09/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Hire	16/09/2022	SI-294	£210.00	1086
30/09/2022	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Royalties	23/09/2022	SI-302	£167.10	1086